

Looten, Kathy

From: jfernandez@smartprocure.us
Sent: Friday, September 30, 2016 6:34 AM
To: Looten, Kathy
Subject: SmartProcure Sunshine Law Records Request Springfield Public Schools For PO/Vendor Information
Attachments: Preprogrammed Software Reports by Manufacturer.pdf

Dear Kathy or Custodian of Public Records,

SmartProcure is submitting a Sunshine Law records request to the Springfield Public Schools for any and all purchasing records from 2016-06-01 to current. The request is limited to readily available records without physically copying, scanning or printing paper documents. Any editable electronic document is acceptable.

The specific information requested from your record keeping system is:

1. Purchase order number. If purchase orders are not used a comparable substitute is acceptable, i.e., invoice, encumbrance, or check number
2. Purchase date
3. Line item details (Detailed description of the purchase)
4. Line item quantity
5. Line item price
6. Vendor ID number, name, address, contact person and their email address
7. What is the beginning of your fiscal year?

The attached document may be helpful as a reference to fulfill this request if the Springfield Public Schools stores the records using any of the pre-programmed software reports, but the records request is not limited to the reports listed.

Please email the information or use the following web link. There is no file size limitation:
<http://upload.smartprocure.us/?st=MO&org=SpringfieldPublicSchools>

If this request was misrouted, please forward to the correct contact person and reply to this communication with the appropriate contact information.

If you have any questions, please feel free to respond to this email or I can be reached at 954-834-6617.

Regards,

John Fernandez
Data Acquisition Specialist
954-834-6617
SmartProcure
700 W. Hillsboro Blvd. Suite 4-100, Deerfield Beach, FL 33441

Looten, Kathy

From: Looten, Kathy
Sent: Friday, September 30, 2016 11:04 AM
To: 'jfernandez@smartprocure.us'
Subject: RE: SmartProcure Sunshine Law Records Request Springfield Public Schools For PO/Vendor Information

Mr. Fernandez,

The information you requested has been downloaded to the web link list below.

Thank you for your request.

Kathy

*Kathy L. Looten
Executive Office Liaison
Office of the Superintendent
Springfield Public Schools
1359 E. St. Louis Street
Springfield, MO 65802
417-523-0026*

From: jfernandez@smartprocure.us [<mailto:jfernandez@smartprocure.us>]
Sent: Friday, September 30, 2016 6:34 AM
To: Looten, Kathy
Subject: SmartProcure Sunshine Law Records Request Springfield Public Schools For PO/Vendor Information

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Looten, Kathy

From: John Fernandez <jfernandez@smartprocure.us>
Sent: Friday, September 30, 2016 3:30 PM
To: Looten, Kathy
Subject: Re: SmartProcure Sunshine Law Records Request Springfield Public Schools For PO/Vendor Information

Ms. Looten,

Thank you very much for providing information in regards to our public records request. Your agency's records have been combined with thousands of other government agencies' records nationwide. Some government agencies use this information to negotiate extensive cost savings with their vendors and it is greatly appreciated.

This email serves as confirmation that we have received records from the Springfield Public Schools.

Best regards and thanks again,

John Fernandez

Data Acquisition Specialist

954-834-6617

SmartProcure

700 W. Hillsboro Blvd. Suite 4-100, Deerfield Beach, FL 33441

On Sep 30, 2016, at 12:13 PM, John Fernandez <jfernandez@smartprocure.us> wrote:

Ms. Looten,

Thank you. I do not know if you have received my other email, but there is a slight issue with two of the files. For convenience it is quoted below.

"Thank you for sending the files we received today. I believe the vendor file is fine, but the purchasing information lacks an associated vendor and a date. Could you provide the Requisition Report if it is available? That would have everything we need."

Regards,

John Fernandez

Data Acquisition Specialist

954-834-6617

SmartProcure

700 W. Hillsboro Blvd. Suite 4-100, Deerfield Beach, FL 33441

On Sep 30, 2016, at 12:04 PM, Looten, Kathy <klooten@spsmail.org> wrote:

Mr. Fernandez,