

Looten, Kathy

From: tstevens@smartprocure.us
Sent: Tuesday, January 31, 2017 7:16 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 2016-09-30 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 954-329-1461.

Regards,

Thomas Stevens

Data Acquisition Specialist

SmartProcure

Direct: 954-329-1461 | Support: 888-998-6348

Email: tstevens@smartprocure.us | www.smartprocure.us

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February 2, 2017

Mr. Thomas Stevens
SmartProcure, LLC
700 West Hillsboro Blvd., Suite 4-100
Deerfield Beach, FL 33441

Re: School District of Springfield, R-12
Sunshine Request Dated January 31, 2017

Dear Mr. Stevens:

This letter will respond to your email dated January 31, 2017, which was received by me on that day. Your email requests certain public records pursuant to the Missouri Sunshine Statute.

With this information in mind, the District's Board of Education provides you with the following response concerning your requests for public documents.

Request: ".....any and all electronic purchasing records from 2016-09-30 to current. The information requested 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; (4) Line item quantity; (5) Line item price; and (6) Vendor ID, name, address, contact person and their email address; and (7) What is the beginning of your fiscal year?"

Response: There are public records which meet this request. We estimate that the cost of the search and retrieval of these documents will be no more than seventy-five dollars (\$75.00). At the conclusion of the process, the District will provide you with an itemized list of costs if requested. If our estimate is high, the District will return that portion of your payment.

If you wish to have the District engage in a search for your request of purchase orders, then the District will need a check prior to starting the search and retrieval process. Once the check is processed, the search and retrieval process will begin and should take no more than seven business days.

Our fiscal year runs from July 1 to June 30.

Thank you for your request.

Sincerely,

Kathy L. Looten

Kathy Looten
Executive Office Liaison/Records Custodian

cc: Ransom A. Ellis, III