

**Looten, Kathy**

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**From:** myoung@smartprocure.us  
**Sent:** Wednesday, October 25, 2017 5:16 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 2017-06-26 (yyyy-mm-dd) 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

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 954-289-0838.

Regards,

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**Mark Young**  
Data Acquisition Specialist  
**SmartProcure**  
Direct: [954-289-0838](tel:954-289-0838) |  
[myoung@smartprocure.us](mailto:myoung@smartprocure.us) | [www.smartprocure.us](http://www.smartprocure.us)



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October 26, 2017

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

Re: School District of Springfield, R-12  
Sunshine Request Dated October 25, 2017

Dear Mr. Young:

This letter will respond to your email dated October 25, 2017, which was received by me on that date. 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 2017-06-26 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."

**Response:** There are public records which meet this request. We estimate that the cost of the search and retrieval of these documents will be seventy-five dollars (\$75.00).

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.

Thank you for your request.

Sincerely,

Kathy Looten  
Executive Office Liaison/Records Custodian

cc: Ransom A. Ellis, III

**Looten, Kathy**

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**From:** Mark Young <[myoung@smartprocure.com](mailto:myoung@smartprocure.com)>  
**Sent:** Thursday, February 01, 2018 8:56 AM  
**To:** Looten, Kathy  
**Subject:** Re: SmartProcure Sunshine Law Records Request - Reminder for Springfield Public Schools - Third Response

Dear Kathy,

This email serves as confirmation that we have received records from Springfield Public Schools. SmartProcure thanks you for taking the time to answer our request. We will begin the process of combining your records with thousands of other government agencies' records nationwide.

Government purchasing agents use the records to save research time, negotiate better pricing with vendors, get quotes, or simply to find new vendors.

Again, we appreciate your assistance.

Best regards,

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**Mark Young**  
Data Acquisition Specialist  
**SmartProcure**  
Direct: 954-420-9900 Ext. 618  
[myoung@smartprocure.com](mailto:myoung@smartprocure.com)

On Jan 18, 2018, at 03:39 PM, Looten, Kathy <[klooten@spsmail.org](mailto:klooten@spsmail.org)> wrote:

Sounds great. Once the check is received, your request will be processed.

Thanks and you have a Happy New Year too,

Kathy

*Kathy L. Looten*

*Executive Office Liaison*