SmartProcure Public Records Request to Emmett Independent School District For PO/Vendor Information

Mariana Ribeiro <mribeiro@smartprocure.com> Tue, Oct 15, 2024 at 9:30 AM

To: aweers@isd221.net

Dear Amanda Weers or Custodian of Public Records,

SmartProcure is submitting a public records request to the Emmett Independent School District for any and all purchasing records from 5/3/2024 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

If you would like to let me know what type of financial software you use, I may have report samples that help to determine how, or if, you are able to respond.

As an added security and privacy measure, there will be a unique upload link for any new requests moving forward, including this one. We appreciate your assistance towards this request. You may also attach the information to this email.

https://upload.smartprocure.com/?id=c2RqPWEyYlZQMDAwMDAwRUhjNVlBRyZzdD1JRCZvcmc9RW1tZXR0SW5kZXBlbmRlbnREaXN0cmljdCZvaWQ9NTc1OTE%3D

If this request was misrouted, please forward it 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 the phone number below in my signature.

Regards,

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Mariana Ribeiro
Data Acquisition Specialist
Direct: 954-333-8458
Email: mribeiro@smartprocure.com
5000 T-Rex Ave, Boca Raton, FL 33431

Emmett Independent School District #221

COMMUNITY RELATIONS **4260F**

District Record Request Form

Request for Public Records

I request: ☐ to examine ☐ to copy ☑ to receive an electronic copy of

the following records (please be as specific as possible):

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Date Records Requested Were Created:

Beginning: _____

Ending: _____

Mariana Ribeiro
_____
Name (Please Print)

Mailing Address:

5000 T-Rex Ave
_____

Boca Raton, FL 33431
_____

10/15/2024
_____
Date of Request

954-333-8458
_____
Daytime Phone Number

Received By: AmandaWeers

Date Received: 10/14/24

Public Agency Emmett School District

_____ Initial if Applicable: More than three working days are needed to locate or retrieve the requested records. A response shall be provided within ten working days of the request.

Payment received for _____ copies _____

Amount Received: _____

Payment received for _____labor _____

Amount Received: _____

_____
Receipt Number