**Amanda Weers <aweers@isd221.net>**

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

**Stephanie Vargas** <svargas@smartprocure.com> Tue, May 20, 2025 at 5:16 AM
To: "aweers@isd221.net" <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 2/4/2025 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=c2RqPWEyYlZQMDAwMDAwVDRjellBQyZzdD1JRCZvcmc9RW1tZXR0SW5kZXBlbmRlbnREaXN0cmljdCZvcmdpZD01NzU5MQ%3D%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,

Stephanie Vargas
Data Acquisition Specialist
SmartProcure
Direct: (954) 314-2672