Amanda Weers <aweers@isd221.net>

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

Stephanie Vargas <svargas@smartprocure.com> Mon, Oct 26, 2026 at 7:00 AM
To: "aweers@isd221.net" <aweers@isd221.net>

New Sender Alert! You don't often receive emails from this sender.

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 7/28/2026 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://us-east-2.protection.sophos.com?d=smartprocure.com&u=aHR0cHM6Ly91cGxvYWQuc21hcnRwcm9jdXJlLmNvbS8_aWQ9YzJScVBXRXlZbFpRTURBd01EQXhTbWMxWVZsQlF5WnpkRDFKUkNadmNtYzlSVzF0WlhSMFNXNWtaWEJsYm1SbGJuUkVhWE4wY21samRDWnZjbWRwWkQwMU56VTVNUSUzRCUzRA==&i=NmFhYWY5M2U2MjUzMGJlOTVmYWI3ZjIw&t=N1RqeDN1Z28wSlpyZ1RmNVk3U0lUY0NxeFlNYkgzNFNLZU5FWStObWpzaz0=&h=dcd2e509b2834d48800a4046c5e15d06&s=AVNPUEhUT0NFTkNSWVBUSVbi03Gm5jCipLMfqhduIvBRvLZY0Eveim4OW9etVVXMTMPucHM7ddJoYI5gghG88-l3BtvCk-BFIEeXL2ZD2Rn-hPt_KUyo72asQc9Kt28ptg7Bj-KKI86JyhM23Skb002WHYoVX_O-zKu6iBv6S3ghNPBstx3JUbCRujAvaJBgPg

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

Emmett Independent School District - 57591.pdf
147K

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):

SmartProcure is submitting a public records request to the Emmett Independent School District for any and all purchasing records from 07/27/2026 to current.

Date Records Requested Were Created:

Beginning: _____

Ending: _____

STEPHANIE VARGAS

Name (Please Print)

Mailing Address:

5000 T REX AVE BOCA RATON FL 33431

10/26/2026

Date of Request

954-314-2672

Daytime Phone Number

Received By: _____

Date Received:_____

Public Agency _____

_____ 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

INDEPENDENT SCHOOL DISTRICT
OF EMMETT #221

Amanda Weers, Public Information Officer

Emmett School District
Public Records Request – Cost Estimate
October 26, 2026

Dear Ms. Vargas,

Emmett School District has reviewed your public records request received on October 26, 2026.

Under **Idaho Code § 74-102**, public agencies may assess reasonable fees for labor and copying costs associated with fulfilling certain public records requests, including those submitted by out-of-state requesters.

While the district has fulfilled previous requests from your company at no charge, the increasing volume of out-of-state requests places additional demands on district staff and resources. To ensure consistency and responsible use of district resources, we are now applying the applicable fee provisions and requesting payment in advance.

We have carefully reviewed your request and prepared a conservative estimate of the staff time needed to compile, review, and provide the records electronically.

Because your request appears similar to one previously fulfilled, we anticipate being able to use an existing reporting process, keeping the fee minimal. Although the district's actual staffing costs may be higher, we have elected to charge only a nominal amount for the labor involved.

Estimated Cost (Please see table below)

Total Estimated Fee: $25.00

This estimate reflects the anticipated staff labor required to fulfill your request.

(208)365-6301 (phone)
(208)365-2961 (fax)
www.emmettschools.org
119 N Wardwell Ave
Emmett, ID 83617

Number of staff	Total # of hours estimated to build the report from our financial software and compile the records response	This is a low estimate of the hourly labor cost for the designated employees to perform the required work. Actual cost to the district would exceed the estimate provided	Cost to pre-paid
This request involves cooperative efforts of 2 staff members	1 hour total	$25/hr	$20.00

Payment in full is required before processing begins. The District will not begin compiling or reviewing the requested records until payment has been received.

Please mail payment to:

Emmett School District
c/o Amanda Weers
119 N. Wardwell
Emmett, ID 83617

Next Steps

Please let us know how you would like to proceed with your request.

If you wish to move forward, the $**25.00 prepayment** must be received before the District begins processing the records. We will hold your request pending your response and receipt of payment. If we do not receive a response within 10 business days of the receipt of this email, we will consider this public records request closed. We will send a reminder requesting guidance on how to proceed before officially closing any request.

If you have any questions about this estimate or the process, please do not hesitate to contact me.

Thank you for your understanding.

Amanda Weers
Emmett Independent School District #221
Public Information Officer/Community Liaison
(208)365-6301
ext. 1020

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dissemination of the email content, in part or in full is strictly prohibited. If a recipient desires to share any content from this email on social media, print, or otherwise, they must first contact the sender to obtain a statement designed for that purpose, along with the necessary permissions. Failure to comply with these terms may lead to the sender discontinuing any further direct correspondence with the recipient.

[Quoted text hidden]

Cost Estimate SmartProcedure.pdf
190K

Amanda Weers <aweers@isd221.net>

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

Amanda Weers <aweers@isd221.net> Mon, Nov 2, 2026 at 12:16 PM
To: Stephanie Vargas <svargas@smartprocure.com>

Dear Ms. Vargas,

Emmett School District has reviewed your public records request received on October 26, 2026. It appears that your request is coming from outside the state of Idaho. Please be aware that Idaho Code now provides specific guidelines for responding to out-of-state public records requests.

Idaho Code allows government entities 21 days to respond to out-of-state requests. While we endeavor to fulfill all requests in a timely manner, the time frame allowable by law may be utilized to prioritize work tasked to school district employees.

In addition, under **Idaho Code § 74-102**, public agencies may assess reasonable fees for labor and copying costs associated with fulfilling certain public records requests, including those submitted by out-of-state requesters.

While the district has fulfilled previous requests from your company at no charge, the increasing volume of out-of-state requests places additional demands on district staff and resources. To ensure consistency and responsible use of district resources, we are now applying the applicable fee provisions and requesting payment in advance.

We have carefully reviewed your request and prepared a conservative estimate of the staff time needed to compile, review, and provide the records electronically.

Because your request appears similar to one previously fulfilled, we anticipate being able to use an existing reporting process, keeping the fee minimal. Although the district's actual staffing costs may be higher, we have elected to charge only a nominal amount for the labor involved.

Estimated Cost (Please see table below)

Total Estimated Fee: $25.00

This estimate reflects the anticipated staff labor required to fulfill your request.

Estimated Cost to be Prepaid to Complete the Request
Supplemental Materials Records

INDEPENDENT SCHOOL DISTRICT
OF EMMETT #221

Amanda Weers, Public Information Officer

Estimated Cost to be Prepaid to Complete the Request			
Supplemental Materials Records			
Number of staff	Total # of hours estimated to build the report from our financial software and compile the records response	This is a low estimate of the hourly labor cost for the designated employees to perform the required work. Actual cost to the district would exceed the estimate provided	Cost to pre-paid
This request involves cooperative efforts of 2 staff members	1 hours total	$25/hr	$20.00

Payment in full is required before processing begins. The District will not begin compiling or reviewing the requested records until payment has been received.

Please mail payment to:

Emmett School District
c/o Amanda Weers
119 N. Wardwell
Emmett, ID 83617

Next Steps

Please let us know how you would like to proceed with your request.

If you wish to move forward, the $**25.00 prepayment** must be received before the District begins processing the records. We will hold your request pending your response and receipt of payment. If we do not receive a response within 10 business days of the receipt of this email, we will consider this public records request closed. We will send a reminder requesting guidance on how to proceed before officially closing any request.

INDEPENDENT SCHOOL DISTRICT
OF EMMETT #221
Amanda Weers, Public Information Officer

If you have any questions about this estimate or the process, please do not hesitate to contact me.

Thank you for your understanding.

Sincerely,
Amanda Weers
Public Information Officer
Emmett School District

(208)365-6301 (phone)
(208)365-2961 (fax)
www.emmettschools.org
119 N Wardwell Ave
Emmett, ID 83617