

TO: Dr. Mike Riggle

FROM: Rosanne Williamson

RE: FOIA Requests

DATE: April 22, 2015

Received From	Request	Received Request	Date Replied	Responded w/in required deadline	How response was sent
Roche, Charlene	An electronic record (without scanning or printing) of purchase orders dated 2010-01-01 to current.  The information requested is:  <ol style="list-style-type: none"><li>1. Purchase order number or equivalent</li><li>2. Purchase order date</li><li>3. Line item details</li><li>4. Line item quantity</li><li>5. Line item price</li><li>6. Vendor ID number, name, address, contact person and email address</li></ol>	04.15.15	04.22.15	Yes	email
The responsive documents are available on line.					



Elaine Geallis <egeallis@glenbrook225.org>

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## Re: SmartProcure FOIA Request Northfield Township High School District No. 225 For PO/Vendor Information

1 message

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**Rosanne Marie Williamson** <rwilliamson@glenbrook225.org>  
To: Charlene Roche <croche@smartprocure.us>  
Bcc: egeallis@glenbrook225.org

Wed, Apr 22, 2015 at 8:55 AM

Dear Ms. Roche,

Thank you for writing to Glenbrook High School District 225 with your request for information pursuant to the Illinois Freedom of Information Act, 5 ILCS 140/1 et seq.

On 4/15/15 we received your request for the following information:

- An electronic record (without scanning or printing) of purchase orders dated 2010-01-01 to current.

The information requested is:

1. Purchase order number or equivalent
2. Purchase order date
3. Line item details
4. Line item quantity
5. Line item price
6. Vendor ID number, name, address, contact person and email address

**District response:** Please find the information at <http://tinyurl.com/lgkqmen>

Sincerely,

Rosanne Williamson, Ed.D.  
Secretary, Board of Education  
Assistant Superintendent for Educational Services  
Glenbrook High School District 225  
3801 West Lake Avenue  
Glenview, IL 60026

On Wed, Apr 15, 2015 at 9:27 AM, Charlene Roche <croche@smartprocure.us> wrote:

Dear Rosanne or Custodian of Public Records,

SmartProcure is submitting a commercial FOIA request to the Northfield Township High School District No. 225 for an electronic record (without scanning or printing) of purchase orders dated 2010-01-01 to current.

The information requested is:

1. Purchase order number or equivalent
2. Purchase order date
3. Line item details
4. Line item quantity

- 5. Line item price
- 6. Vendor ID number, name, address, contact person and email address

The attached document may be used as a reference to fulfill this request if the Northfield Township High School District No. 225 uses any of the listed pre-programmed software reports.

Please email the information or use the following web link. There is no file size limitation:

<http://upload.smartprocure.us/?st=IL&org=NorthfieldTownshipHighSchoolDistrictNo225>

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 I can be reached at [954-866-5209](tel:954-866-5209).

Regards,

**Charlene Roche**  
Data Acquisition Specialist



[954-866-5209](tel:954-866-5209)  
[croche@smartprocure.us](mailto:croche@smartprocure.us) | [www.smartprocure.us](http://www.smartprocure.us)  
700 W. Hillsboro Blvd. Suite 4-100, Deerfield Beach, FL 33441

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Rosanne Williamson Ed.D.  
Assistant Superintendent for Educational Services  
Glenbrook H.S. District 225  
3801 West Lake Ave.  
Glenview, IL 60026  
[847-486-4701](tel:847-486-4701)
