



Suzanne Harris <harriss@avoca37.org>

Fwd: SmartProcure FOIA Request Avoca School District 37 For PO/Vendor Information

1 message

Beth Dever <deverb@avoca37.org>

Fri, Dec 30, 2016 at 8:24 AM

To: Stella Menegas <menegass@avoca37.org>

Cc: Kevin Jauch <jauchk@avoca37.org>, Suzanne Harris <harriss@avoca37.org>

Beth Dever
Chief School Business Official
Avoca School District No. 37
2921 Illinois Road
Wilmette, IL 60091
[847-251-3587](tel:847-251-3587) ext. 112

——— Forwarded message ———

From: <glauricella@smartprocure.us>

Date: Fri, Dec 30, 2016 at 6:43 AM

Subject: SmartProcure FOIA Request Avoca School District 37 For PO/Vendor Information

To: deverb@avoca37.org

Dear Beth or Custodian of Public Records,

SmartProcure is submitting a commercial FOIA request to the Avoca School District 37 for any and all purchasing records from 2016-09-20 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
7. What is the beginning of your fiscal year?

The attached document may be helpful as a reference to fulfill this request if the Avoca School District 37 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=IL&org=AvocaSchoolDistrict37>

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 [954-613-9528](tel:954-613-9528).

Regards,

Gabriella Lauricella

Data Acquisition Specialist

SmartProcure

Direct: [954-613-9528](tel:954-613-9528)

Email: glauricella@smartprocure.us | www.smartprocure.us

700 W. Hillsboro Blvd. Suite 4-100, Deerfield Beach, FL 33441



Preprogrammed Software Reports by Manufacturer.pdf

44K

Preprogrammed Software Reports by Manufacturer

This list of preprogrammed software reports is provided as a quick reference of the most common reports that fulfill the information request, but is not limited to just these reports. SmartProcure can accept other reports or formats in which the data is available.

Report Names in **BOLD** are preferred with a common file format of MS Excel or text files.

American Data Group

- **po330-Is Purchase Orders Status - Detail Mode**
- **ap340-Is Vendor Name/Address Listing**
- po320-Is PO's Issuance Report

Asyst

- **PO Control Report**
- **List of Vendors for all Vendor Sorted by Number, long format**

Blackbaud Fundware

- **Invoices – Detail report**
- **Invoice Distribution Report**

BS&A

- **SmartProcure Export**
- Purchase Order History Report
- Vendor Activity Report

Edmunds & Associates

- **Purchase Order Listing by P.O. Number**
 - Please ensure Format: Detail with Line Item Notes is included
- **Vendor Listing by Vendor Id**

New World Systems

- **Purchase Order Report - Detail Listing**
- **Vendor Listing**

Skyward

- **Requisition/PO Listing - 3porpt01**
- **Vendor Address Listing - 3vmrpt04.p**
- Invoice - 3frdtl01.p

SpringBrook

- **PO List by Vendor**
- **Vendor Master List**

SunGard – HTE or SunGard - Naviline

- **PI314L – Purchase Order Report by Purchase Order**
 - **Please ensure Selection Criteria for “Print Line Items” is set to “Y”.**

- **PI205L – Vendor List by Name Select All**
- GM013L – Alphabetical Vendor List
- GM370L - Vendor Activity Listing

SunGard - Pentamation

- **PURCHA31 – Purchase Orders by Date Required**
- **UPPVEN31 – Vendor List – Vendor Name Order**
- ACCTPA21 - Check Register
- ACCTPA31 - Vendor Payment History

Tyler Technologies - Eden

- **POHistrpt – Purchase Order History Listing with line item Details**
- **apVenLst – Vendor Listing**
- apinHsVN – Invoice History Listing

TylerTechnologies - Munis

- **Requisition Report (rqentpst)**
- **PO Inquiry**
- **Vendor List (apvdrmnt)**
- Vendor Invoice List (apinvlst)
- Invoice History by GL Account (apinvgla)

Tyler Technologies - FundBalance

- **Vendor Master Listing - Detail**
- **Purchase Order Status Report Detail w/ GL**
- Invoice Status Report By Vendor - Detail

Tyler Technologies - Incode

- **Purchase Order Status Report Detail Report**
- **Vendor Listing**
- Check Report by Check Number

USTI - Asyst

- **PO Control Report**
- **List of Vendors, Sorted by Number, Long Format**
- A/P Control Report
- Vendor YTD Purchases Report

Note: The intent of the information request is fulfillment without scanning or printing. Typically one of these common reports or any software report can be provided with minimal impact on operations. Please contact SmartProcure if you have any questions.



Suzanne Harris <harriss@avoca37.org>

FOIA request September- December 2016

1 message

Stella Menegas <menegass@avoca37.org>

Fri, Dec 30, 2016 at 8:55 AM

To: Gabriella Lauricella <glauricella@smartprocure.us>

Cc: Suzanne Harris <harriss@avoca37.org>, Beth Dever <deverb@avoca37.org>

Please see the FOIA information that you requested for the period of September - December (Current) 2016.

Beginning of our fiscal year is July 1.

Thank you.

—

Stella Menegas

Avoca School District #37

Business Office

[847-251-3587](tel:847-251-3587) ext. 105**FOIA- SEPTODEC2016.xlsx**

11K

PO Number	Entered by	Vendor key	Vendor	Description	Teacher	Status	Date Entered	Date Posted	Amount
1001617022	SM	SKYWRD 001	SKYWARD ACCT DEPT	YEAR END REPORTING MATERIALS		OPEN	9/21/2016	9/21/2016	863.24
1001617033	SM	OFFICE D000	OFFICE DEPOT INC.	SUPPLIES		OPEN	12/7/2016	12/7/2016	7.19
1001617034	SM	NEXTDAYP000	NEXTDAYPLUS	TONER		OPEN	12/14/2016	12/14/2016	171
1301617052	28	ALL COVE000	ALL COVERED	ACTIVPANEL V4 70" WITH ACTIVCONNECT C		OPEN	10/28/2016	10/28/2016	4,155.00
1301617062	JB	DEMCO, I000	DEMCO, INC.	MM - LIBRARY - GEN STOTZ		OPEN	12/7/2016	12/7/2016	105.86
1301617063	JB	BREAKOUT000	BREAKOUT EDU	MM - INSTRUCTION/ LANE		OPEN	12/13/2016	12/13/2016	250
1401617057	SM	METPRO 001	METRO PROFESS'L PROD	CUSTODIAL SUPPLIES		OPEN	10/31/2016	10/31/2016	196.27
1401617068	SM	METPRO 001	METRO PROFESS'L PROD	CUSTODIAL SUPPLIES		OPEN	12/9/2016	12/9/2016	1,758.47
1401617069	SM	ANDERS 001	ANDERSON LOCK	PINS FOR MAKING KEYS		OPEN	12/13/2016	12/13/2016	23.4
1401617070	SM	FOLDIN 001	FOLDING PARTITION SER'	MM- GYM AND STAGE ANNUAL MAINTENA		OPEN	12/13/2016	12/13/2016	2,192.00
1401617071	SM	FOLDIN 001	FOLDING PARTITION SER'	GYM AND MULTIPURPOSE AW-MM ANNUA		OPEN	12/13/2016	12/13/2016	1,697.00
1401617072	SM	ANDERS 001	ANDERSON LOCK	AW MAIN ENTRANCE DOOR		OPEN	12/14/2016	12/14/2016	636
1401617073	SM	GRAING 001	GRAINGER	WALL SWITCH		OPEN	12/15/2016	12/15/2016	40.42
1401617074	SM	GRAING 001	GRAINGER	VACUUM BREAKER REPAIR KIT		OPEN	12/16/2016	12/16/2016	39.02
1401617075	SM	AMAZON.C000	AMAZON.COM	HONEYWELL THERMOSTAT		OPEN	12/28/2016	12/28/2016	30.2
2001617146	CDB	GREATB 001	GREAT BOOKS FOUNDAT	AW-INSTRUCTIONAL SUPPLIES		OPEN	11/15/2016	11/15/2016	76.3
2001617152	CDB	FOLLETT 000	FOLLETT LIBRARY RESOU	AW-LIBRARY SERVICES		OPEN	12/6/2016	12/6/2016	672.71
2001617153	CDB	AMAZON.C000	AMAZON.COM	AW-INSTRUCTIONAL SUPPLIES		OPEN	12/9/2016	12/9/2016	264.58
2001617154	CDB	DICK BLI000	DICK BLICK	AW-INSTRUCTIONAL SUPPLIES		OPEN	12/14/2016	12/14/2016	502.02
2001617155	CDB	EXEMP 001	EXEMPLARS INC	AW-INSTRUCTIONAL SUPPLIES		OPEN	12/16/2016	12/16/2016	990
2001617156	CDB	AMAZON.C000	AMAZON.COM	AW-INSTRUCTIONAL SUPPLIES		OPEN	12/16/2016	12/16/2016	20.82



Suzanne Harris <harriss@avoca37.org>

FOIA request September- December 2016

Gabriella Lauricella <glauricella@smartprocure.us>
To: menegass@avoca37.org
Cc: harriss@avoca37.org, deverb@avoca37.org

Tue, Jan 3, 2017 at 9:56 AM

Dear Stella,

Thank you for providing the information in regards to our public records request. Your agency's records have been combined with thousands of other government agencies' records nationwide. If you are curious about what we do with the data, here is a [link](#) to how you have helped your fellow government purchasing agents save money and time finding vendors.

This email serves as confirmation that we have received records from the Avoca School District 37.

Best regards and thanks again,

Gabriella Lauricella
Data Acquisition Specialist
SmartProcure
Direct: [954-613-9528](tel:954-613-9528)
Email: glauricella@smartprocure.us | www.smartprocure.us
700 W. Hillsboro Blvd. Suite 4-100, Deerfield Beach, FL 33441
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<FOIA- SEPTODEC2016.xlsx>