

From: Ireshah Andre <iandre@smartprocure.us>
To: edwhite@gwcsd.org
Sent: Wednesday, November 4, 2015 12:18 AM
Subject: SmartProcure Public Records Request - No response from Golden West Community Services District

Dear Edwin or Custodian of Public Records,

SmartProcure submitted a public records request on 2015-10-23 and has not received a response or acknowledgment, therefore the original request is being submitted again. If the original request is located, please disregard this request.

SmartProcure is submitting a public records request to the Golden West Community Services District for any and all electronic purchasing records from 2010-01-01 to current. The request is limited to readily available records without copying, scanning or printing.

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

Although not a requirement for fulfillment, the attached document may be helpful as a reference to fulfill this request if the Golden West Community Services District stores the records using any of the pre-programmed software reports. Any editable electronic medium is acceptable.

Please email the information or use the following web link. There is no file size limitation:
<http://upload.smartprocure.us/?st=CA&org=GoldenWestCommunityServicesDistrict>

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 954-281-4233.

Regards,

Ireshah Andre

Data Acquisition Specialist

SmartProcure

Direct: [954-281-4233](tel:954-281-4233)

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