

**From:** dcruz@smartprocure.com [mailto:dcruz@smartprocure.com]  
**Sent:** Monday, November 13, 2017 5:41 PM  
**To:** Molly Kapeluck <mkapeluck@cityofgreen.org>  
**Subject:** SmartProcure Public Records Request City of Green For PO/Vendor Information

Dear Molly or Custodian of Public Records,

SmartProcure is submitting a public records request to the City of Green for any and all purchasing records from 2013-01-01 (yyyy-mm-dd) 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

The attached document may be helpful as a reference to fulfill this request if the City of Green 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.com/?st=OH&org=CityOfGreen>

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 954-299-4465.

Regards,

Derek Cruz  
Data Acquisition Specialist  
SmartProcure  
Direct: 954-299-4465  
Email: [dcruz@smartprocure.com](mailto:dcruz@smartprocure.com)