

Robert Miller

Due 7/24/14
8/14/14

From: Saran Collins <scollins@smartprocure.us>
Sent: Thursday, July 17, 2014 12:55 PM
To: foiarequests@eiu.edu
Subject: SmartProcure FOIA Request Eastern Illinois University For PO/Vendor Information
Attachments: Preprogrammed Software Reports by Manufacturer.pdf

Dear Robert or Custodian of Public Records,

SmartProcure is submitting a public records request to the Eastern Illinois University for an electronic record of purchase orders dated 01/01/2008 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

RECEIVED
JUL 17 2014
EIU GENERAL COUNSEL

The attached document describes pre-programmed software reports other Universities and government agencies have used to fulfill the request with minimal effort.

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

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

If this request was misrouted, please forward to the correct contact person and reply to this communication with the appropriate contact information.

Regards,

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