

Robert L Miller

Due: 7/1/15

From: Charlene Roche <croche@smartprocure.us>
Sent: Tuesday, June 02, 2015 5:06 AM
To: FOIA Requests
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 commercial FOIA request to the Eastern Illinois University for an existing, already maintained electronic record (without copying, scanning or printing) of purchase orders dated 2015-01-26 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 Eastern Illinois University 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:

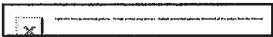
<http://upload.smartprocure.us/?st=IL&org=EasternIllinoisUniversity>

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.

Regards,

Charlene Roche
Data Acquisition Specialist


954-866-5209
croche@smartprocure.us | www.smartprocure.us
700 W. Hillsboro Blvd. Suite 4-100, Deerfield Beach, FL 33441

RECEIVED

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EIU GENERAL COUNSEL