

Due 1-30-15

Robert L Miller

From: Ann Marie Corbett <acorbett@smartprocure.us>
Sent: Tuesday, December 30, 2014 10:37 AM
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 commercial FOIA request to the Eastern Illinois University for an electronic record (without scanning or printing) of purchase orders dated 2014-06-27 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 954-692-6960.

Regards,

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Ann Marie Corbett
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RECEIVED

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EIU GENERAL COUNSEL