

**FOIA REQUEST SUMMARY DECEMBER, 2017**

DATE	REQUESTOR	NATURE OF REQUEST	DATE RESPONSE COMPLETED	TIME TO COMPLETE REQUEST
<b>12/5/17</b> <b>DUE 12/12/17</b>	Stephen Chichelli SmartProcure	<p>Dear Christina or Custodian of Public Records,</p> <p>SmartProcure is submitting a commercial FOIA request to the Mchenry County College for any and all purchasing records from 2017-08-01 (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.</p> <p>The specific information requested from your record keeping system is:</p> <ol style="list-style-type: none"> <li>1. Purchase order number. If purchase orders are not used a comparable substitute is acceptable, i.e., invoice, encumbrance, or check number</li> <li>2. Purchase date</li> <li>3. Line item details (Detailed description of the purchase)</li> <li>4. Line item quantity</li> <li>5. Line item price</li> <li>6. Vendor ID number, name, address, contact person and their email address</li> </ol> <p>If you would like to let me know what type of financial software you use, I may have report samples that help to determine how, or if, you are able to respond.</p> <p>If this request was misrouted, please forward to the correct contact person and reply to this communication with the appropriate contact information.</p> <p>If you have any questions, please feel free to respond to this email or I can be reached at 954-314-1401.</p> <p>Regards,            Stephen Chichelli</p>	12/5/17	<i>.67 HOUR</i>
<b>12-14-17</b> <b>DUE 1-16-18</b> <b>COMMERCIAL</b> <b>REQUEST</b>	Nikki Ashkin	<p>For commercial purposes, I am requesting ALL custodial, janitorial, sanitation, cleaning and chemical supplies usage reports for dates January 1st, 2017 through November 30, 2017. The requested reports should include manufacturing number, vendor name, product number, product description, unit of measure, total quantity ordered and price per unit of measure. If possible, please email back results in an Excel format.</p> <p>Thank you very much, Nikki Ashkin</p>	12/18/17	<i>1 HOUR</i>
12/14/17 DUE 12/21/17	Bonnie Jessee Augustana College	<p>Augustana College is requesting names and email addresses for current students at your institution who will have a minimum of 12 credit hours after the fall 2017 semester and have a GPA of 2.7 or above.</p>	12/18/17	<i>.67 HOUR</i>
<b>12/18/17</b> <b>Due 12/25/17</b> <b>EXTENDED TO</b> <b>1/3/18</b>	Jim Greve	<p>Any and all communication/correspondence between MCC personnel, including but not limited to; administration, staff, faculty, employees, police department and your current snow removal provider Snow and Ice, including but not limited to, notes, letters, emails, text messages, and meeting minutes from September 1, 2015 to date.</p>		<i>1.67 HOURS</i>