

FOIA REQUEST SUMMARY SEPTEMBER, 2018

DATE	REQUESTOR	NATURE OF REQUEST	DATE RESPONSE COMPLETED	TIME TO COMPLETE REQUEST
9/7/18 DUE 9/14/18	Bethany Simpson 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 2018-06-04 (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:</p> <ol style="list-style-type: none"> 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 	9/7/18	<i>.5 HOUR</i>