

**Thomas, Diana**

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**From:** Thomas, Diana  
**Sent:** Friday, July 05, 2019 11:33 AM  
**To:** McKenzie Phillip  
**Subject:** RE: SmartProcure Commercial KORA Request to Spencer County Public Schools for PO/Vendor Information  
**Attachments:** Smart Procure Public Records Request July 2019.xlsx

Good afternoon!

The requested information is attached.

Thank you!  
Diana

*Diana Thomas*

Personnel Program Manager  
Spencer County Board of Education  
502/477-3250

## **Going the Distance for All Students**

**From:** McKenzie Phillip [mailto:mphillip@smartprocure.com]  
**Sent:** Wednesday, July 03, 2019 2:43 PM  
**To:** Thomas, Diana <diana.thomas@spencer.kyschools.us>  
**Subject:** SmartProcure Commercial KORA Request to Spencer County Public Schools for PO/Vendor Information

Dear Diana or Custodian of Public Records,

SmartProcure is submitting a commercial KORA request to the Spencer County Public Schools for any and all purchasing records from 10-10-2018 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:

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

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.

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

<http://upload.smartprocure.com/?st=KY&org=SpencerCountyPublicSchools>

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, please feel free to respond to this email or I can be reached at the phone number below in my signature.

Regards,

**Ms. McKenzie Phillip**

Data Acquisition Specialist

SmartProcure

Phone: 954-420-9900 ext: 578

Email: [mphillip@smartprocure.com](mailto:mphillip@smartprocure.com)

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