

## Thomas, Diana

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**From:** Thomas, Diana  
**Sent:** Wednesday, November 4, 2020 4:59 PM  
**To:** ikranjcec@smartprocure.com  
**Subject:** RE: SmartProcure Commercial KORA Request to Spencer County Public Schools For PO/Vendor Information  
**Attachments:** SmartProcure-request-Nov2-2020.xls

Good afternoon!

Per your Open Records Request dated November 2, 2020, please find attached the requested information.

Thank you!  
Diana

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

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**From:** Ivan Kranjc c <ikranjcec@smartprocure.com>  
**Sent:** Monday, November 2, 2020 12:34 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 Thomas,

SmartProcure is submitting a commercial KORA request to the Spencer County Public Schools for any and all purchasing records from 12/27/2019 (mm/dd/yyyy) 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 or click on the button below to upload the information. There is no file size limitation:

[Click Here To Upload](#)

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,

Ivan Kranjcec  
Data Acquisition Specialist

**SmartProcure**

Direct: 5616096827

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