



# EMPOWERING ALL STUDENTS

Learners Today - Leaders Tomorrow

January 5, 2021

Zoe Yalcin  
Data Acquisition Specialist  
SmartProcure  
Email: [zyalcin@govspend.com](mailto:zyalcin@govspend.com)

Re: Freedom of Information Request

Dear Mr. Yalcin:

On January 4, 2021, Crystal Lake School District No. 47 received a Freedom of Information Act ("FOIA") Request from you via email, in which you requested purchasing records from 09/28/2020 to current. The request is limited to readily available records without physically copying, scanning or printing paper documents. 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

Please find the attached information, which fulfills our obligation to your FOIA request.  
If you have any questions, please feel free to contact me 815-788-5000.

Sincerely,

Clare F. Bourne  
Freedom of Information Officer  
Crystal Lake School District 47

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300 Commerce Dr. Crystal Lake, IL 60014 815.788.5000

[www.d47.org](http://www.d47.org) D47schools [crystallakesd47](https://twitter.com/crystallakesd47)

Dear Clare Bourne,

SmartProcure is submitting a commercial FOIA request to the Crystal Lake Community Consolidated School District No. 47 for any and all purchasing records from 09/28/2020 (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
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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:

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,

Zoe Yalcin  
Data Acquisition Specialist