

June 27, 2024

Sheri Reid
[REDACTED]

RE: FOIA Request

Dear Ms. Reid:

This is to acknowledge that Parkland College District No. 505 is in receipt of your commercial Freedom of Information Act (FOIA) request received June 3, 2024, via electronic mail for the following records:

“SmartProcure is submitting a commercial FOIA request to the Parkland College for general purchasing records from 3/4/2024 to the current request date of 6/3/2024. Request details are as follows:

Our request is limited to readily available, fully electronic documents.

For the purpose of this request, “fully electronic” refers to dynamic PDF, Excel (csv., xlsx.), TXT or RTF files containing active text.

Files containing active text should allow the user to use their mouse/trackpad to highlight, select, copy and paste the text from the file.

Responsive reports include those containing the following details per purchase:

1 Unique Identifier (i.e. PO #, Invoice #, Check #, Encumbrance #, etc.)

Purchase Date

Line item details

Line item quantity

Line item price

Vendor ID number, name, address, contact person and their email address”

The college has attached a .XLSX file that is fully responsive to your request.

As the Freedom of Information Act Officer, I am responsible for granting and denying the requests for records under the *Freedom of Information Act*. Please be aware that this response to your request is pursuant to my understanding of your FOIA request. If I have misunderstood your request, please let me know as soon as possible so I may provide the correct information.

Finally, if you believe that this response constitutes a denial of your request, you have the right to have this response reviewed by the Public Access Counselor (PAC) at the Office of the Illinois Attorney General. 5 ILCS 140/9.5(a). You can file your Request for Review with the PAC by writing to:

Public Access Counselor
Office of the Attorney General
500 South 2nd Street
Springfield, Illinois 62706
Fax: 217-782-1396
publicaccess@atg.state.il.us

You also have the right to seek judicial review of this response by filing a lawsuit in the State circuit court. 5 ILCS 140/11.

If you choose to file a Request for Review with the Public Access Counselor or State court, you will need to include a copy of this letter for the review.

If you have any questions or concerns, please do not hesitate to contact us.

Sincerely,



Stephanie L. Stuart, Ed.D
Vice President for Strategic Partnerships and
Workforce Innovation

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CC: FILE
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