

July 11, 2018

Bethany Simpson  
bsimpson@smartprocure.com

RE: SmartProcure FOIA Request Parkland College For PO/Vendor Information

VIA ELECTRONIC MAIL

Dear Ms. Simpson:

This is to acknowledge that Parkland Community College District No. 505 is in receipt of your commercial *Freedom of Information Act* (FOIA) request dated July 6, 2018, received in my office at 4:56AM, on July 6, 2018 via e-mail. As the Vice President for Communications and External Affairs, I am responsible for processing requests for public information for the College, pursuant to *the Illinois Freedom of Information Act*, 5 ILCS 140/1 et seq. In your letter, you requested that the College make a copy of the following records:

Request #1:

“...all purchasing records from 2018-04-05 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

Parkland College’s Responses:

Response #1:

Parkland College believes this is a request for commercial purposes and thus subject to the 21 working day response time requirement under section 5 ILCS 140/3.1(a).

Response #2:

Parkland College has attached one (1) PDF file in response to your commercial request. The document is intended to be responsive to the entirety of your request.

As Vice President for Communications and External Affairs, 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  
E-mail: [publicaccess@atg.state.il.us](mailto: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  
Vice President for Communications and External Affairs

HARD COPY

CC: FILE  
BOARD OF TRUSTEES

MS. LORNA GEILER, ATTORNEY MEYER, CAPEL, LLC.  
MR. MIKE TRAME, VICE-PRESIDENT, STUDENT SERVICES