



VILLAGE OF PALMETTO BAY  
9705 E. HIBISCUS STREET  
PALMETTO BAY, FLORIDA 33157  
(305) 259-1234 Fax: (305) 259-1290

Approved
Gregory H. Truitt, Interim Village Manager
Date

**REQUEST FOR PUBLIC RECORDS**

Requests are filled in accordance with the provisions of Chapters 119 and 257, Florida Statutes.

DATE: 2-24-20

NAME: Danick Baron

COMPANY: Smart Procure

ADDRESS: \_\_\_\_\_

PHONE: 561-609-6940 FAX: \_\_\_\_\_

EMAIL: dbaron@smartprocure.com

REQUEST (Attach additional page, if necessary): Copies of the following documents:

\* Please see attached  
email for a description  
of request.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\*\*\*\*\*

**FOR USE BY VILLAGE STAFF ONLY**      TRACKING NO.: 2020-075

DATE FORWARDED: 2-26-20      ASSIGNED DEPT: Finance

DATE REQUEST FILLED: \_\_\_\_\_      NUMBER OF COPIES: \_\_\_\_\_

ESTIMATED TIME (IF APPLICABLE): \_\_\_\_\_      ESTIMATED COST: \_\_\_\_\_

HOW WAS REQUEST FILLED? \_\_\_\_\_

IF NOT FILLED, REASON: \_\_\_\_\_

BY: \_\_\_\_\_

**Melissa Dodge**

2020-075

**From:** Missy Arocha  
**Sent:** Monday, February 24, 2020 5:48 PM  
**To:** Melissa Dodge  
**Subject:** FW: SmartProcure Public Records Request Village of Palmetto Bay For PO/Vendor Information

Please log, process, and acknowledge.

Respectfully,



*Missy Arocha*

Village Clerk / Passport Acceptance Facility Manager

**Village of Palmetto Bay**

9705 East Hibiscus Street

Palmetto Bay, FL 33157

Phone: (305) 259-1234

[www.palmettobay-fl.gov](http://www.palmettobay-fl.gov)

**PLEASE NOTE:** Florida has very broad public records laws. Most written communications to or from local officials regarding official business are public records available to the public and media upon request. Your e-mail communications may therefore be subject to public disclosure.



Please save a tree. Don't print this e-mail unless it's really necessary.

**From:** dbaron@smartprocure.com <dbaron@smartprocure.com>  
**Sent:** Monday, February 24, 2020 2:23 PM  
**To:** Missy Arocha <marocha@palmettobay-fl.gov>  
**Subject:** SmartProcure Public Records Request Village of Palmetto Bay For PO/Vendor Information

**CAUTION: EXTERNAL SENDER -- Please avoid opening any unexpected attachments or clicking any strange links.**

Dear Missy Arocha or Custodian of Public Records,

SmartProcure is submitting a public records request to the Village of Palmetto Bay for any and all purchasing records from 11/15/2019 (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,

Danick Baron  
Data Acquisition Specialist

**SmartProcure**

Direct: 561-609-6940

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