



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

Approved
Edward Silva, Village Manager
Date

REQUEST FOR PUBLIC RECORDS

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

DATE: 6-20-18
NAME: Danick Baron
COMPANY: Smart Procure
ADDRESS: _____
PHONE: 954-420-9900 Ext. 563 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.: 2018-183
DATE FORWARDED: 6-20-18 ASSIGNED DEPT: _____
DATE REQUEST FILLED: _____ NUMBER OF COPIES: _____
ESTIMATED TIME (IF APPLICABLE): _____ ESTIMATED COST: _____
HOW WAS REQUEST FILLED? _____
IF NOT FILLED, REASON: _____
BY: _____

Melissa Dodge

From: Danick Baron <dbaron@smartprocure.com>
Sent: Wednesday, June 20, 2018 9:12 AM
To: Missy Arocha
Cc: Melissa Dodge
Subject: SmartProcure Public Records Request - Status Update

Dear Missy or Custodian of Public Records,

SmartProcure is requesting a status update on our public records request submitted on 2018-05-29. As a reference, please see the details of our original request below.

SmartProcure is submitting a public records request to the Village of Palmetto Bay for any and all electronic purchasing records from 2018-02-15 (yyyy-mm-dd) to current. The request is limited to readily available records without copying, scanning or printing.

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 the information or use the following web link. There is no file size limitation:
<http://upload.smartprocure.com/?st=FL&org=VillageOfPalmettoBay>

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,

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Danick Baron
Data Acquisition Specialist
SmartProcure
NEW PHONE #: [954-420-9900](tel:954-420-9900) ext: 563
dbaron@smartprocure.com