



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: 4-10-19

NAME: Danick Baron

COMPANY: SmartProcure

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 description
of request.

FOR USE BY VILLAGE STAFF ONLY

TRACKING NO.: 2019-124

DATE FORWARDED: 4-10-19

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

From: Missy Arocha
Sent: Wednesday, April 10, 2019 10:05 AM
To: Melissa Dodge
Subject: FW: SmartProcure Public Records Request Village of Palmetto Bay For PO/Vendor Information

Please log, process, and acknowledge.

Respectfully,



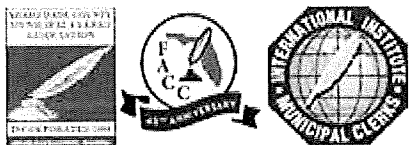
Missy Arocha

Village Clerk
MDCMCA Secretary

Village of Palmetto Bay

9705 East Hibiscus Street
Palmetto Bay, FL 33157
Phone: (305) 259-1234
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: Wednesday, April 10, 2019 4:54 AM
To: Missy Arocha <marocha@palmettobay-fl.gov>
Subject: SmartProcure Public Records Request Village of Palmetto Bay For PO/Vendor Information

Dear Missy 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 2018-12-28 (yyyy-mm-dd) 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 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,

--

Danick Baron

Data Acquisition Specialist

SmartProcure

NEW PHONE #: 954-420-9900 ext: 563

dbaron@smartprocure.com