



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: 11-18-19
 NAME: Danick Baron
 COMPANY: SmartProcure
 ADDRESS: _____
 PHONE: 561-609-6940 FAX: _____
 EMAIL: dbaron@smartprocure.com

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

* Please see attached on-line request.

FOR USE BY VILLAGE STAFF ONLY

TRACKING NO.: 2019-382

DATE FORWARDED: 11-18-19

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: Monday, November 18, 2019 9:51 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 / Passport Acceptance Facility Manager

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: Monday, November 18, 2019 4:56 AM
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 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 2019-08-02 (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 #: [\(561\) 609-6940](tel:5616096940)
Fax: (561) 609-6928
dbaron@smartprocure.com