

**From:** [Julie Friebele](mailto:Julie.Friebele@villageofelwood.com)  
**To:** ["schichelli@smartprocure.com"](mailto:schichelli@smartprocure.com)  
**Subject:** RE: SmartProcure FOIA Request Village Of Elwood For PO/Vendor Information  
**Date:** Thursday, April 19, 2018 6:46:00 PM  
**Attachments:** [FOIA - SmartProcure FOIA Request Village Of Elwood For PO-Vendor Information.pdf](#)

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Good Afternoon Mr. Stephen Chichelli,

This email is in response to your FOIA request relating to:  
Commercial FOIA request to the Village Of Elwood for any and all purchasing records from 2018-01-14 (yyyy-mm-dd) to current.

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

Response:

The records responsive to your request are attached.

Thank you,

Julie Friebele  
Village Clerk  
Village of Elwood  
401 E. Mississippi Avenue  
Elwood, IL 60421  
815-424-1079 Fax 815-423-6861

**From:** schichelli@smartprocure.com <schichelli@smartprocure.com>  
**Sent:** Tuesday, April 17, 2018 6:14 AM  
**To:** julie.friebele@villageofelwood.com  
**Subject:** SmartProcure FOIA Request Village Of Elwood For PO/Vendor Information

Dear Julie or Custodian of Public Records,

SmartProcure is submitting a commercial FOIA request to the Village Of Elwood for any and all purchasing records from 2018-01-14 (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=IL&org=VillageOfElwood>

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,

**Stephen Chichelli**

Data Acquisition Specialist

**SmartProcure**

Phone: 954-420-9900 Ext. 604

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

[www.smartprocure.com](http://www.smartprocure.com)