



Jeremiah Jackson <jjackson@cityofclemson.org>

City of Clemson

1 message

Flaubert Phanord <fphanord@smartprocure.com>
To: bcoleman@cityofclemson.org

Thu, Sep 12, 2024 at 8:57 AM

Dear Beverly Coleman or Custodian of Public Records,

Attached, please find the previous report that was submitted to SmartProcure as reference. We're requesting a similar report for the specified dates captioned below. Thank you.

SmartProcure is submitting a public records request to the City of Clemson for any and all purchasing records from 9/21/2023 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.

As an added security and privacy measure, there will be a unique upload link for any new requests moving forward, including this one. We appreciate your assistance towards this request. You may also attach the information to this email.

<https://upload.smartprocure.com/?id=c2RqPWEyYlZQMDAwMDAwNHJndlIBQSZzdD1TQyZvcmc9Q2l0eU9mQ2xlbXNvbiZvaWQ9MTQ0ODA%3D>

If this request was misrouted, please forward it 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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