

## Borough Manager

**From:** kdeloian@smartprocure.com  
**Sent:** Thursday, February 6, 2020 12:44 PM  
**To:** Joan Heebner  
**Subject:** DA: NH::PRR - 1st RequestSmartProcure Right to Know Request to West Easton Borough for PO/Vendor Information  
**Attachments:** SAMPLE.xlsx



Dear Ms. Heebner,

SmartProcure is submitting a Right to Know request to The West Easton Borough for any and all purchasing records from 2019-10-23 (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.

As means of an example, I am attaching a sample of a data file/spreadsheet previously provided by your Agency to SmartProcure that fulfilled our right to know request in the past. We are seeking a similar non-scanned and non-paper record, but for the date range of 2019-10-23 to the current date.

The specific information requested from your AMS Advantage Software 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

Please email the information or use the following web link below to upload the information. There is no file size limitation:

<http://upload.smartprocure.com/?st=PA&org=WestEastonBorough>

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,  
**Ken Deloian**  
Data Acquisition Specialist  
**SmartProcure**

*emailed/uploaded 2/10/2020 11AM*