

Public

**Request closed**

The records provided are fully responsive to the request as interpreted and closed without further action as of today. Pursuant to RCW 42.56.550, any judicial review of the district's actions taken or challenged must be filed within one year of today's date.

October 9, 2024, 2:31pm by Angela Von Essen, Assistant Superintendent (Staff)

Requester + Staff

**Document(s) released to requester**

PRR-SmartProcure 10082024.csv

October 9, 2024, 2:31pm by Angela Von Essen, Assistant Superintendent (Staff)

Requester + Staff

**Message to requester**

The District allows public records fees under \$4 to be waived, and since your records request of 114 records equates to \$1.43, the fee has been waived and the records have been released.

October 9, 2024, 2:31pm by Angela Von Essen, Assistant Superintendent (Staff)

Requester + Staff

**Message from requester**

Dear Public Records Officer,

Thank you for the update!

If we do not hear from your agency before October 31st, I will follow up with you then.

Best regards,

Mariana Ribeiro.

October 2, 2024, 7:53am by Mariana Ribeiro

Requester + Staff

**Message to requester**

This is an acknowledgment of your public records request received on October 1, 2024.

As authorized by RCW 425.56.520, the District will require additional time to respond to your request for the purposes of locating and assembling the information requested, notifying affected parties related to this request, and determining if any of the information requested is exempt under Washington or federal law. At this time, the District anticipates it will have records prepared for you on or before October 31, 2024.

The District has various fees for different types of records produced. Once we have completed our search for records, we will have a better idea as to the size and scope of the record production and can provide you an update at that time prior to incurring charges. You may review our fee schedule beginning on page 8:

<https://app.eduportal.com/documents/view/886377>.

October 1, 2024, 12:42pm by Angela Von Essen, Assistant Superintendent (Staff)

Requester + Staff

**Message from requester**

Dear Public Records Officer,

This is the same record request, 24-73. We have not received any further communication from your agency, therefore we submitted the same request again.

Please open the request and provide us with a reasonably expected date for when this request will be fulfilled.

Thank you,

Mariana Ribeiro.

October 1, 2024, 11:59am by Mariana Ribeiro

Requester + Staff

### **Message to requester**

This is an acknowledgment of your public records request received on September 16, 2024, but you referenced your request being a duplicate. Please confirm that this is a new request so that we can fulfill your request. Otherwise, it will be closed.

September 26, 2024, 10:06am by Angela Von Essen, Assistant Superintendent (Staff)

Requester + Staff

### **Message from requester**

Dear Lindsay Squires or Custodian of Public Records,

SmartProcure submitted a public records request on 09/16/2024 and has not received a response or acknowledgment, therefore the original request is being submitted again. If the original request is located, please disregard this request.

SmartProcure is submitting a public records request to the Shoreline School District for any and all purchasing records from 7/8/2024 to current. The request is limited to readily available records without physically copying, scanning or printing paper documents. Any editable electronic document is acceptable. Please be advised that we are not seeking a list of individuals. We are only looking for purchasing information.

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

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=c2RqPWEyYlZQMDAwMDAwQ0Z2UFIBVyZzdD1XQSZvcmc9U2hvcnVsaW5lU2Nob29sRGlzdHJpY3Qmb2lkPTU0NjM4>

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,

Mariana Ribeiro

Data Acquisition Specialist

SmartProcure

Direct: (954) 333-8458

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

September 23, 2024, 10:08am by Mariana Ribeiro