

From: Amber Petraitis <apetraites@smartprocure.com>
Sent: Friday, November 12, 2021 11:49 AM
To: Pat Morse <pmorse@harpersferrywv.us>
Subject: SmartProcure FOIA to Corporation of Harpers Ferry for PO/Vendor Information

Dear FOIA Officer,

SmartProcure is submitting a FOIA request to the Corporation of Harpers Ferry for any and all purchasing records from 01/01/2015 (mm/dd/yyyy) 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 or click on the button below to upload the information. There is no file size limitation:

[Click Here To Upload](#)

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,

Amber Petraitis
Data Acquisition Specialist



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