

Tammy Hodgman

From: Tammy Hodgman
Sent: Tuesday, October 15, 2024 2:22 PM
To: 'Michelle England'
Subject: RE: SmartProcure Public Records Request to Town Of Windham For PO/Vendor Information
Attachments: Report-MUNIS-07.11.2024 to 10.15.2024.pdf

Hello Michelle -

This email serves as the statutory 5-day acknowledgement of your information request and our response.

Thank you,

Tammy Hodgman
Executive Assistant and Website Coordinator | tahodgman@windhammaine.us Town of Windham | Office of the Town Manager
8 School Road | Windham, ME 04062 | www.windhammaine.us Ph. 207.892.1907 | Fax 207.892-1910

PUBLIC HOURS: Monday 7:00-5:00 Tuesday 7:00-6:00 Wednesday 7:00-5:00 Thursday 7:00-4:00

NOTICE: Under Maine's Freedom of Access ("Right to Know") law, documents – including emails – in the possession of public officials about town business are considered public records. This means if anyone asks to see it, we are required to provide it. There are very few exceptions. We welcome citizen comments and want to hear from our constituents, but please keep in mind that what you write in an email is not private and will be made available to any interested party.

-----Original Message-----

From: Michelle England <mengland@smartprocure.com>
Sent: Sunday, October 13, 2024 9:02 AM
To: Tammy Hodgman <tahodgman@windhammaine.us>
Subject: SmartProcure Public Records Request to Town Of Windham For PO/Vendor Information

Dear Tammy Hodgman or Custodian of Public Records,

SmartProcure is submitting a public records request to the Town Of Windham for any and all purchasing records from 7/11/2024 to current. The request is limited to readily available records without physically copying, scanning, or printing paper documents. Any editable electronic document is acceptable.

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://linkprotect.cudasvc.com/url?a=https%3a%2f%2fupload.smartprocure.com%2f%3fid%3dc2RqPWEyYIZQMDAwMDAwRUFiQVIBVyZzdD1NRSZvcmc9VG93bk9mV2luZGhhbSZvaWQ9MTEwNzA%253D&c=E,1,Qmx853VXQNT0jvjLoieKF2Ic_SZqpHQxTiyuHkDwMoKQvFh3IYOdoic647_47Ji_RBZAxpX2OD6hgiJj3TbJsmitzqn2LDh0HMMEYIPfi7hI16SkxAA,&typo=1

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,

Michelle England
Data Acquisition Specialist
SmartProcure
Direct: (561) 609-6019
Email: mengland@smartprocure.com