

## Tammy Hodgman

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**From:** Tammy Hodgman  
**Sent:** Thursday, November 7, 2024 10:45 AM  
**To:** abbas.pr@inovo.ai  
**Cc:** Susan R. Rossignol  
**Subject:** RE: Purchase Record Request- Town of Windham, Maine

Dear Mr. Khan,

This email serves as the statutory 5-day acknowledgement of your forwarded information request.

The report you are requesting is not a report that we create as part of our normal course of business. It does not exist. Per 1 M.R.S. § 408-A(6) we are not required to prepare reports, summaries, or compilations not in existence on the date of your request.

Have a good day.

### 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](http://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.

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**From:** Susan R. Rossignol <srossignol@windhammaine.us>  
**Sent:** Monday, November 4, 2024 9:13 AM  
**To:** Tammy Hodgman <tahodgman@windhammaine.us>  
**Subject:** FW: Purchase Record Request- Town of Windham, Maine

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**From:** Abbas Khan <[abbas.pr@inovo.ai](mailto:abbas.pr@inovo.ai)>  
**Sent:** Monday, November 4, 2024 8:54 AM  
**To:** Susan R. Rossignol <[srossignol@windhammaine.us](mailto:srossignol@windhammaine.us)>  
**Subject:** Re: Purchase Record Request- Town of Windham, Maine

Hi,

I hope this message finds you well. I am writing to follow up on my FOAA request sent on 10/14/2024. It has been some time since I sent the request, and I have not yet received a response.

Could you please provide me with an update on the status of my request and when I can expect to receive the requested information?

Your prompt attention to this matter would be greatly appreciated. Thank you for your assistance.

Best regards,

Abbas Khan

On Mon, Oct 14, 2024 at 6:43 AM Abbas Khan <[abbas.pr@inovo.ai](mailto:abbas.pr@inovo.ai)> wrote:

To Whom It May Concern:

Inovo AI Solutions LLC is initiating a request under the FOAA for all purchasing records from 07/01/2020 to date for all departments under your jurisdiction.

We seek access to electronic records that can be provided without the necessity for hardcopy duplication, scanning, or any physical handling of documents.

We are interested in the following details for purchases from your record keeping system for the given period. This data can be quickly exported in a purchase order or vendor history report from the accounting system by your finance team.

We are interested in the following details for all purchases from your record keeping system:

- Vendor Number or Vendor ID
- Vendor Name
- Identifier for each purchase, such as purchase order number(PO#) or, alternatively, an invoice or check number
- Purchase Date
- Line item details or description of each purchase
- Line item quantity
- Line Item price

Please do not hesitate to reach out to me if you have any questions.

Regards,

Abbas Khan

CEO, Inovo AI LLC

Jersey City, NJ