

## Tammy Hodgman

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**From:** Tammy Hodgman  
**Sent:** Tuesday, March 17, 2026 12:42 PM  
**To:** abbas.nf@useciviciq.com  
**Subject:** FW: Purchase Record Request - Town of Windham, Maine

To Whom It May Concern:

The report that we generate and retain, as part of our invoice payment process, that most closely matches your request is an invoice proof report.

The records responsive to your request can be accessed for 30 days at:  [Invoice Proof Reports 01.01.2022 to 3.16.2026](#)

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](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:** Tammy Hodgman  
**Sent:** Tuesday, March 17, 2026 9:40 AM  
**To:** 'abbas.nf@useciviciq.com' <abbas.nf@useciviciq.com>  
**Subject:** FW: Purchase Record Request - Town of Windham, Maine

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**From:** Tammy Hodgman  
**Sent:** Monday, March 16, 2026 9:13 AM  
**To:** [abbas.nf@useciviciq.com](mailto:abbas.nf@useciviciq.com)  
**Subject:** RE: Purchase Record Request - Town of Windham, Maine

To Whom It May Concern:

This email serves as the statutory 5-day acknowledgement of your information request. We are currently reviewing our records to determine those that may be responsive to your request. I will coordinate the collection of information and be in touch soon.

Kindly,

**Tammy Hodgman**

Executive Assistant and Website Coordinator | [tahodgman@windhammaine.us](mailto:tahodgman@windhammaine.us)

Town of Windham | Office of the Town Manager

8 School Road | Windham, ME 04062 | [www.windhammaine.us](http://www.windhammaine.us)

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**From:** Susan R. Rossignol <[srossignol@windhammaine.us](mailto:srossignol@windhammaine.us)>  
**Sent:** Friday, March 13, 2026 8:59 AM  
**To:** Tammy Hodgman <[tahodgman@windhammaine.us](mailto:tahodgman@windhammaine.us)>  
**Subject:** FW: Purchase Record Request - Town of Windham, Maine

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**From:** Abbas Khan <[abbas.nf@useciviciq.com](mailto:abbas.nf@useciviciq.com)>  
**Sent:** Thursday, March 12, 2026 3:54 PM  
**To:** Susan R. Rossignol <[srossignol@windhammaine.us](mailto:srossignol@windhammaine.us)>  
**Subject:** Purchase Record Request - Town of Windham, Maine

**Warning: Unusual sender** <[abbas.nf@useciviciq.com](mailto:abbas.nf@useciviciq.com)>

You don't usually receive emails from this address. Make sure you trust this sender before taking any actions.

To Whom It May Concern:

Civic IQ Inc. is initiating a request under Maine Freedom of Access Act for all purchasing records from 01/01/2022 to date.

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

Additionally, if there are any fees associated with processing this request, please inform me in advance if the costs will exceed "\$100". Let us know if samples are needed.

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

Regards,

Abbas Khan

CEO, Civic IQ Inc.

50 Harrison St, PH 505

Hoboken, NJ 07030

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