

Shawna Rule

From: Todd Hellrigel
Sent: Monday, February 23, 2026 9:35 AM
To: Shawna Rule
Subject: Fw: SmartProcure FOIA Request to Midwest Central Community Unit School District No. 191 For PO/Vendor Information
Attachments: FOIA Request 11.21.25-2.23.26.rtf

Please include in the BOE packet for March,
Todd

From: Todd Hellrigel <toddh@midwestcentral.org>
Sent: Monday, February 23, 2026 9:34 AM
To: Sheri Reid <sreid@smartprocure.com>
Subject: Re: SmartProcure FOIA Request to Midwest Central Community Unit School District No. 191 For PO/Vendor Information

Hell Sheri,
See the attached report.
Thanks,
Todd

From: Sheri Reid <sreid@smartprocure.com>
Sent: Monday, February 23, 2026 8:00 AM
To: Todd Hellrigel <toddh@midwestcentral.org>
Subject: SmartProcure FOIA Request to Midwest Central Community Unit School District No. 191 For PO/Vendor Information

Dear Todd Hellrigel or Custodian of Public Records,

SmartProcure is submitting a commercial FOIA request to the Midwest Central Community Unit School District No. 191 for any and all purchasing records from 11/21/2025 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.

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,

Sheri Reid
Data Acquisition Specialist
SmartProcure
Direct: (561) 609-6759