

**From:** [Charles Rudolph](#)  
**To:** [foil](#)  
**Subject:** [EXTERNAL] SmartProcure FOIL Request to Erie County Water Authority For PO/Vendor Information  
**Date:** Monday, January 22, 2024 9:01:58 AM

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Dear Records Officer or Custodian of Public Records,

SmartProcure is submitting a FOIL request to the Erie County Water Authority for purchasing records from 9/12/2023 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

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, we provide a unique upload link for you to directly transmit the documents through a secure portal. You may also attach the files replying to this email. We appreciate your assistance with this request.

<https://upload.smartprocure.com/?id=c2RqPWEyYlZQMDAwMDAwMXIXellBSSZzdD1OWSZvcmc9RXJpZUNvdW50eVdhdGVyQXV0aG9yaXR5>

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,

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