

From: [Redacted]
Sent: Wednesday, October 11, 2017 7:31 AM
To: Gibb, Abby
Subject: SmartProcure Public Records Request Township Of Springettsbury For PO/Vendor Information
Attachments: Preprogrammed Software Reports by Manufacturer.pdf

Dear Abby or Custodian of Public Records,

SmartProcure is submitting a public records request to the Township Of Springettsbury for any and all purchasing records from 2017-07-11 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

The attached document may be helpful as a reference to fulfill this request if the Township Of Springettsbury stores the records using any of the pre-programmed software reports, but the records request is not limited to the reports listed.

Please email the information or use the following web link. There is no file size limitation:
<http://upload.smartprocure.us/?st=PA&org=TownshipOfSpringettsbury>

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 [Redacted]

Regards,

Ken Deloian
Data Acquisition Specialist
SmartProcure

[Redacted]

700 W. Hillsboro Blvd. Suite 4-100, Deerfield Beach, FL 33441

RTK 484

Date Rec'd : 10/11/17

5-Day Response Due: 10/18/17

30 Day Response Due: 11/17/17

Preprogrammed Software Reports by Manufacturer

This list of preprogrammed software reports is provided as a quick reference of the most common reports that fulfill the information request, but is not limited to just these reports. SmartProcure can accept other reports or formats in which the data is available.

Report Names in **BOLD** are preferred with a common file format of MS Excel or text files.

American Data Group

- **po330-Is Purchase Orders Status - Detail Mode**
- **ap340-Is Vendor Name/Address Listing**
- po320-Is PO's Issuance Report

Asyst

- **PO Control Report**
- **List of Vendors for all Vendor Sorted by Number, long format**

Blackbaud Fundware

- **Invoices – Detail report**
- **Invoice Distribution Report**

BS&A

- **SmartProcure Export**
- Purchase Order History Report
- Vendor Activity Report

Edmunds & Associates

- **Purchase Order Listing by P.O. Number**
 - Please ensure Format: Detail with Line Item Notes is included
- **Vendor Listing by Vendor Id**

New World Systems

- **Purchase Order Report - Detail Listing**
- **Vendor Listing**

Skyward

- **Requisition/PO Listing - 3porpt01**
- **Vendor Address Listing - 3vmrpt04.p**
- Invoice - 3frdtl01.p

SpringBrook

- **PO List by Vendor**
- **Vendor Master List**

SunGard – HTE or SunGard - Naviline

- **PI314L – Purchase Order Report by Purchase Order**
 - **Please ensure Selection Criteria for “Print Line Items” is set to “Y”.**

- **PI205L – Vendor List by Name Select All**
- GM013L – Alphabetical Vendor List
- GM370L - Vendor Activity Listing

SunGard - Pentamation

- **PURCHA31 – Purchase Orders by Date Required**
- **UPPVEN31 – Vendor List – Vendor Name Order**
- ACCTPA21 - Check Register
- ACCTPA31 - Vendor Payment History

Tyler Technologies - Eden

- **POHistrpt – Purchase Order History Listing with line item Details**
- **apVenLst – Vendor Listing**
- apinHsVN – Invoice History Listing

Tyler Technologies - Munis

- **Requisition Report (rqentpst)**
- **PO Inquiry**
- **Vendor List (apvdrmnt)**
- Vendor Invoice List (apinvlst)
- Invoice History by GL Account (apinvgla)

Tyler Technologies - FundBalance

- **Vendor Master Listing - Detail**
- **Purchase Order Status Report Detail w/ GL**
- Invoice Status Report By Vendor - Detail

Tyler Technologies - Incode

- **Purchase Order Status Report Detail Report**
- **Vendor Listing**
- Check Report by Check Number

USTI - Asyst

- **PO Control Report**
- **List of Vendors, Sorted by Number, Long Format**
- A/P Control Report
- Vendor YTD Purchases Report

Note: The intent of the information request is fulfillment without scanning or printing. Typically one of these common reports or any software report can be provided with minimal impact on operations. Please contact SmartProcure if you have any questions.

SPRINGETTSBURY TOWNSHIP



COAT OF ARMS OF SPRINGETT PENN
1701-1731

1501 Mt. Zion Road
York, Pennsylvania 17402
717-757-3521 Fax: 717-757-7856
www.springettsbury.com
email: info@springettsbury.com

Police: 717-757-3525 Fax: 717-840-1908
Police and Fire Emergencies - Dial 911
Recreation Office: 717-505-0406

Wastewater Treatment Facility
3501 North Sherman Street
717-757-3521 Fax: 717-840-0680

BOARD OF SUPERVISORS

Mark M. Swomley
Chairman

George M. Dvoryak
Vice Chairman

Kathleen A. Phan
Assistant Secretary/Treasurer

William H. Schenck, III

Blanda E. Nace

TOWNSHIP MANAGER

Benjamin B. Marchant

Mr. Ken Deloian
Smart Procure
700 West Hillsboro Blvd., Suite 4-100
Deerfield Beach, FL 33441

Re: **RIGHT-TO-KNOW REQUEST**

Dear Mr. Deloian,

Thank you for writing to Springettsbury Township with your request for information concerning "SmartProcure is submitting a public records request to Township of Springettsbury for any and all purchasing records from 2017-07-11 to current....The specific information requested from your record keeping system is:

1. Purchase order number.
2. Purchase Date
3. Line item details
4. Line item quantity
5. Line item price
6. Vendor ID number, name, address, contact person and their email address"

I have reviewed the request and an extension of time to respond is required due to the reasons set forth below. The Township anticipates responding to your request no later than November 17, 2017.

- The extent or nature of the request precludes a response within the required time period.
- The request requires the retrieval of historic records.
- Timely response to the access cannot be accomplished due to bona fide and specified staffing limitations.

The applicable fees associated with your request are unknown at this time. You will be advised of the estimated fees after a complete review of available records.

If you have any questions, please do not hesitate to contact me.

Very truly yours,


Abegale Gibb
Right to Know Officer

File: Right-to-Know 484



COAT OF ARMS OF SPRINGETT PENN
1701-1731

SPRINGETTSBURY TOWNSHIP

1501 Mt. Zion Road
York, Pennsylvania 17402
717-757-3521 Fax: 717-757-7856
www.springettsbury.com
email: info@springettsbury.com

Police: 717-757-3525 Fax: 717-840-1908
Police and Fire Emergencies - Dial 911
Recreation Office: 717-505-0406

Wastewater Treatment Facility
3501 North Sherman Street
717-757-3521 Fax: 717-840-0680

BOARD OF SUPERVISORS

Mark M. Swomley
Chairman

George M. Dvoryak
Vice Chairman

Kathleen A. Phan
Assistant Secretary/Treasurer

William H. Schenck, III

Blanda E. Nace

TOWNSHIP MANAGER

Benjamin B. Marchant

October 25, 2017

Mr. Ken Deloian
Smart Procure
700 West Hillsboro Blvd., Suite 4-100
Deerfield Beach, FL 33441

Re: **RIGHT-TO-KNOW REQUEST – Purchasing Records**

Dear Mr. Deloian,

Thank you for writing to Springettsbury Township with your request for information concerning "SmartProcure is submitting a public records request to Township of Springettsbury for any and all purchasing records from 2017-07-11 to current....The specific information requested from your record keeping system is:

1. Purchase order number.
2. Purchase Date
3. Line item details
4. Line item quantity
5. Line item price
6. Vendor ID number, name, address, contact person and their email address"

Available records are included with this response electronically. Portions of these records have been redacted in accordance with the Right to Know Law Exception Section 708(6) (i) A record containing all or part of a person's Social Security number, driver's license number, personal financial information, home cellular or personal telephone numbers; personal e-mail addresses; employee number or other confidential personal identification numbers.

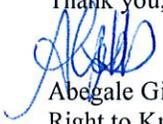
Additionally, based upon a recent Pennsylvania Supreme Court ruling (PSEA v Office of Open Records, 2016 Pa. LEXIS 2337) on October 18, 2016, Commonwealth citizens have a constitutional right to privacy regarding their home addresses. Therefore, the record provided for purchase orders does not include address information since Commonwealth (PA) residents were included in the requested records.

You have a right to appeal denial of information in writing to Erik Arneson, Executive Director, Office of Open Records, Commonwealth Keystone Building, 400 North Street, 4th Floor, Harrisburg, PA 17120-0225.

If you choose to file an appeal, you must do so within fifteen (15) business days of the mailing date of the agency's response, as outlined in Section 1101 of the Right-To-Know Law.

Please be advised that this correspondence will serve to close this record with our office as permitted by law. If you have any questions, please do not hesitate to contact me.

Thank you,

A handwritten signature in blue ink, appearing to read 'Abegale Gibb', is written over the printed name.

Abegale Gibb
Right to Know Officer

File: Right-to-Know 484