RTK-200

## Holman, John

**From:** Dillan Betts <dbetts@smartprocure.us>
**Sent:** Friday, June 07, 2013 10:32 AM
**To:** Holman, John
**Subject:** SmartProcure Public Records Request - No response from Township Of Springettsbury
**Attachments:** Preprogrammed Software Reports by Manufacturer.pdf

Dear John or Custodian of Public Records/Information,

SmartProcure submitted a public records request on and has not received a response or acknowledgment, therefore the original request is being submitted again. If the original request is located please disregard this request.

SmartProcure is submitting a public records request to Township Of Springettsbury for all purchases made from January 1st 2008 to current. Requested information for each purchase includes:

1. Purchase order number or equivalent
2. Date of purchase
3. Line item details of the purchase or description of each purchase 4. Quantity of each item purchased 5. Price of each item purchased 6. Vendor ID, name, address, contact person and email

The scope of the request is limited to information available in an electronic format. The attached document describes the preprogrammed reports readily available in common government purchasing systems, which typically fulfill our request.

Please send the file(s) to SmartProcure by clicking the web link below and selecting the file(s) individually. There is no file size limitation:

http://upload.smartprocure.us?st=PA&org=TownshipOfSpringettsbury

Please confirm receipt of this request and provide a timeline for fulfillment. If this request was misrouted, please forward to the correct contact person and reply to this communication with the appropriate contact information.

ABOUT SMARTPROCURE

SmartProcure is an online information service that helps government agencies save money by making available what other agencies are paying, and helping find the right vendor for a product or service. Currently, there are more than 1,000 agencies nationwide using the SmartProcure system.

For more information on SmartProcure and free government access please click here:
http://smartprocure.us/government

If you have any questions regarding this request please email dbetts@smartprocure.us or contact me by telephone at (954) 420-9900 x534.

Regards,
Dillan Betts

SmartProcure, LLC
700 West Hillsboro Blvd., Suite 4-100
Deerfield Beach, FL 33441
(954) 420-9900 x534

SmartProcure.us

# Preprogrammed Software Reports by Manufacturer

*(Note: Report Names in **BOLD** are preferred reports saved as MS Excel or text files)*

American Data Group

- **po330-ls Purchase Orders Status**
- **ap340-ls Vendor Name/Address Listing**
- po320-ls 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**

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**
- **Vendor Listing**

SpringBook

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

SunGard – HTE

- **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 Vendors**
- GM013L – Alphabetical Vendor List

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 Vendors**

SunGard - Pentamation

- **PURCHA31 – Purchase Orders by Date Required**
- **UPPVEN31 – Vendor List – Vendor Name Order**

Tyler Technologies - Eden

- **apinHsVN – Invoice History Listing**
- POHistrpt – Purchase Order History Listing
- apVenLst – Vendor Listing

TylerTechnologies - Munis

- **PO List by Vendor**
- **poreport – Open Purchase Orders by Vendor Report**
- **Vendor List**
- Vendor Invoice List
- polistbyven

Tyler Technologies - FundBalance

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

Tyler Technologies - Incode

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

USTI - Asyst

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

****Note: If you need assistance generating these reports, please contact SmartProcure for additional information on the report formats specific to your software system.*

# 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

COAT OF ARMS OF SPRINGETT PENN
1701-1731



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Rtk - 200

June 7, 2013

Mr. Dillan Betts
Smart Procure, LLC
700 West Hillsboro Blvd., Suite 4-100
Deerfield Beach, FL 33441

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

Dear Mr. Betts,

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 all purchases made from January 1st 2008 to current. Requested information for each person includes:

1. Purchase order number or equivalent
2. Date of purchase
3. Line item details of the purchase or description of each purchase 4. Quantity of each item purchased. 5. Price of each item purchased. 6. Vendor ID, name, address, contact person and email.

The scope of the request is limited to information available in electronic format. The attached document describes the preprogrammed reports readily available in common government systems, which typically fulfill our request."

Your request for an electronic format of the report is denied.

- Format of Report: Section 705: an agency shall not be required to create a record which does not currently exist or to compile, maintain, format or organize a record in a manner which the agency does not currently compile, maintain, format or organize the record.

You have a right to appeal denial of information in writing to Terry Mutchler, Executive Director, Office of Public Records, Commonwealth Building, 400 North Street, 4th Floor, Harrisburg, PA 17120.

If you choose to file an appeal, you must do so within fifteen 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.

Very truly yours,

John J. Holman, ICMA-CM
Township Manager
/jjh
cc: Charles Rausch, Township Solicitor
Jack Hadge, Finance Director
File: Right-to-Know