

Phone:

Fax: 954-688-2505

FAX

To: 9185956755

From: . .

Re:

Date: 01/03/2017

Dear FOIA Officer Custodian of Public Records,

Attached to this email is the completed FOIA request form for the SWPA, the details of our request are contained within the body of this email.

SmartProcure is submitting a FOIA request to the Southwestern Power Administration for any and all purchasing records from 01/01/2014 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

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

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 954-637-0742. Best

Best Regards,

Curtis Blanding

Data Acquisition Specialist

SmartProcure

Direct: 954-637-0742 | Support: 888-988-6348

Email: cblanding@smartprocure.us | www.smartprocure.us

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