

From: [Pamela Timmons](#)
To: kdeloian@smartprocure.com
Subject: RE: RE: SmartProcure Public Records Request - Reminder for City of Bellbrook
Date: Wednesday, June 16, 2021 9:03:00 AM
Attachments: [2021-05 SmartProcure response PO List.pdf](#)

Good morning,

I do apologize for the delay. Our staff is in the middle of several transitions.

Attached is the information you requested.

Sincerely,
Pamela Timmons

From: kdeloian@smartprocure.com <kdeloian@smartprocure.com>
Sent: Wednesday, June 16, 2021 8:45 AM
To: Pamela Timmons <P.Timmons@cityofbellbrook.org>
Cc: Finance <Finance@cityofbellbrook.org>
Subject: Re: RE: SmartProcure Public Records Request - Reminder for City of Bellbrook

Good morning Ms. Timmons,

I hope this email finds you well.

This was the initial email/PRR we sent on May 12 so I will submit it once again in case it was lost. If your Agency is migrating to the new USAS Software i can provided samples if needed. Thank you again.

SmartProcure is submitting a public records request to The City of Bellbrook for any and all purchasing records from Jan 15, 2021 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.

Please email the information or use the following web link. There is no file size limitation:

<http://upload.smartprocure.com/?st=OH&org=CityOfBellbrook>

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.

Best Regards,

Ken Deloian

Data Acquisition Specialist

[Redacted]

100 S MILITARY TRL STE 13

#4968

DEERFIELD BEACH, FL 33442-9991

Direct: [561-609-6943](tel:561-609-6943) | Fax: 561-609-6928 | Support: [954-420-9900](tel:954-420-9900)

Email: kdeloian@smartprocure.com | www.smartprocure.com

----- On Jun 2, 2021 09:11 AM <kdeloian@smartprocure.com> wrote -----

Good Morning Ms. Jones,

I hope this email finds you well.

I am writing a quick email to get any update regarding our request.

Please respond when convenient and thank you again.

Best Regards,

Ken Deloian

Data Acquisition Specialist

[Redacted]

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Email: kdeloian@smartprocure.com | www.smartprocure.com

----- On May 12, 2021 08:45 AM <kdeloian@smartprocure.com> wrote -----

Good Morning,

Thank you for this prompt reply and update.

Best Regards,

Ken Deloian

Data Acquisition Specialist

[Redacted]

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----- On May 12, 2021 08:34 AM <m.jones@cityofbellbrook.org> wrote -----

Don is no longer with the City of Bellbrook.

All Public Records Requests go through the Clerk (p.timmons@cityofbellbrook.org). I forwarded this information to her. Currently, the City of Bellbrook is going through a software change and this could be causing delays in your request.

Thank you,

Melissa Jones
Administrative Assistant to HR/Finance
City of Bellbrook
15 E. Franklin Street
Bellbrook, OH 45305
P: 937-848-4666
F: 937-848-5190

From: kdeloian@smartprocure.com [<mailto:kdeloian@smartprocure.com>]
Sent: Wednesday, May 12, 2021 8:12 AM
To: Finance
Cc: don.buczek
Subject: Re: SmartProcure Public Records Request - Reminder for City of Bellbrook

Dear Melissa Jones or Custodian of Public Records,

SmartProcure submitted a public records request on Apr 21, 2021 06:48 PM 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 the City of Bellbrook for any and all purchasing records from Jan 15, 2021 12:00 AM 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:

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<http://upload.smartprocure.com/?st=OH&org=CityOfBellbrook>

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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,

Ken Deloian

Data Acquisition Specialist

[REDACTED]

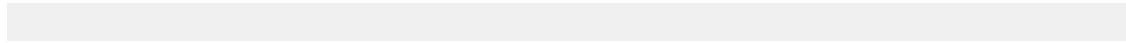
100 S MILITARY TRL STE 13

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Email: kdeloian@smartprocure.com | www.smartprocure.com



----- On May 1, 2021 06:51 PM <kdeloian@smartprocure.com> wrote -----

Dear Melissa Jones,

SmartProcure submitted a public records request on 04/21/2021 (mm/dd/yyyy) 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 the City of Bellbrook for any and all purchasing records from 01/15/2021 (mm/dd/yyyy) 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
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- 3. Line item details (Detailed description of the purchase)
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[Click Here To Upload](#)

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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,

Ken Deloian
Data Acquisition Specialist

Direct: 561-609-6943

Email: kdeloian@smartprocure.com