

LUZERNE COUNTY
OFFICE OF LAW
ROMILDA P. CROCAMO, ESQUIRE
CHIEF COUNTY SOLICITOR



LUZERNE COUNTY
COUNTY MANAGER
C. DAVID PEDRI, ESQUIRE

COUNTY of LUZERNE
PENNSYLVANIA
ESTABLISHED 1786

April 3, 2018

Ken Deloian
SmartProcure
Email: kdeloian@smartprocure.com
RTK Request #18-60

Dear Mr. Deloian:

Thank you for writing to Luzerne County with your request for information pursuant to the Pennsylvania Right-To-Know law. My email is Jackie.Carroll@luzernecounty.org.

On April 3, 2018, the Luzerne County Office of Law received a request for documents from you described in the attached Right to Know request. Your request is granted.

Attached to this correspondence is the information you requested.

Had your request been denied, you would have a right to appeal this denial of information in writing to Office of Open Records, Commonwealth Keystone building, 400 North Street, 4th Floor, Harrisburg, PA 17120.

If you choose to file an appeal for any reason, you must do so within 15 business days of the mailing date of the agency's response. Section 1101. If you have further questions, please contact me. Please be advised this correspondence will serve to close this request with our office as permitted by law.

Very truly yours,

JACQUELINE MUSTO CARROLL, ESQUIRE
Luzerne County – Open Records Officer
200 North River Street
Wilkes-Barre, PA 18711

From: kdeloian@smartprocure.com <kdeloian@smartprocure.com>

Sent: Tuesday, April 3, 2018 7:16 AM

To: Carroll, Jackie

Subject: SmartProcure Public Records Request Luzerne County For PO/Vendor Information

Dear Jackie or Custodian of Public Records,

SmartProcure is submitting a public records request to the Luzerne County for any and all purchasing records from 2017-12-15 (yyyy-mm-dd) 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=PA&org=LuzerneCounty>

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.

Regards,

Ken Deloian

Data Acquisition Specialist

SmartProcure

NEW PHONE #: 954-420-9900 EXT. 614

Email: kdeloian@smartprocure.com