

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

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September 19, 2017

SmartProcure  
Email: [dkeloian@smartprocure.us](mailto:dkeloian@smartprocure.us)  
RE: RTK Request # 17-151

Dear Sir or Madam:

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](mailto:Jackie.Carroll@luzernecounty.org).

On September 13, 2017, 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, 4<sup>th</sup> 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.us <kdeloian@smartprocure.us>  
**Sent:** Friday, September 8, 2017 10:25 AM  
**To:** Crane, Shannon  
**Subject:** SmartProcure Public Records Request Luzerne County For PO/Vendor Information

Dear Shannon or Custodian of Public Records,

SmartProcure is submitting a public records request to the Luzerne County for any and all purchasing records from 2013-01-01 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 Luzerne County 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=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 954-834-6619.

## 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 (apinvgl)

### 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.