

**From:** [Jeffrey Lee](#)  
**To:** [foil](#)  
**Subject:** [EXTERNAL] SmartProcure FOIL Request to Erie County Water Authority For PO/Vendor Information  
**Date:** Wednesday, June 18, 2025 9:00:21 AM

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Dear Records Officer or Custodian of Public Records,

SmartProcure is submitting a FOIL request to the Erie County Water Authority for purchasing records from 2/12/2025 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

Please contact me if clarification is needed. If you can advise what financial software is currently used by Erie County Water Authority, I may have examples that help to determine a specific report responsive to the request.

As an added security and privacy measure, we provide a unique upload link for you to directly transmit the documents through a secure portal. You may also attach the files replying to this email. We appreciate your assistance with this request.

<https://upload.smartprocure.com/?id=c2RqPWYyYjZQMDAwMDAwWkZtM1JBRyZzdDlOWSZvcmc9RXJpZUNvdW50eVdhdGVyQXV0aG9yaXR5Jm9yZ2lkPTE2NTg1Nw%3D%3D>

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,

Jeffrey Lee  
Data Acquisition Specialist  
SmartProcure  
Direct: (954) 354-3319