

-----Original Message-----

From: Dillan Betts

Sent: Friday, June 07, 2013 10:46 AM

To: [manager@worcestertwp.com](mailto:manager@worcestertwp.com)

Subject: SmartProcure Public Records Request Township Of Worcester For PO/Vendor Information - 6/7/2013

Dear Lee or Custodian of Public Records,

SmartProcure is submitting a public records request to Township Of Worcester for all purchases made from January 1st 2008 to current. Requested information for each purchase includes:

1. Purchase order number or equivalent
2. Date of purchase
3. Line item details of the purchase or description of each purchase
4. Quantity of each item purchased
5. Price of each item purchased
6. Vendor ID, name, address, contact person and email

The scope of the request is limited to information available in an electronic format. The attached document describes the preprogrammed reports readily available in common government purchasing systems, which typically fulfill our request.

Please send the file(s) to SmartProcure by clicking the web link below and selecting the file(s) individually. There is no file size limitation:

<http://upload.smartprocure.us?st=PA&org=TownshipOfWorcester>

Please confirm receipt of this request and provide a timeline for fulfillment. If this request was misrouted, please forward to the correct contact person and reply to this communication with the appropriate contact information.

#### ABOUT SMARTPROCURE

SmartProcure is an online information service that helps government agencies save money by making available what other agencies are paying, and helping find the right vendor for a product or service. Currently, there are more than 1,500 agencies nationwide using the SmartProcure system.

For more information on SmartProcure and free government access please click here:

<http://smartprocure.us/government>

If you have any questions regarding this request please email \_\_\_\_\_ or contact me by telephone at \_\_\_\_\_

Regards,  
Dillan Betts

SmartProcure, LLC



## **Preprogrammed Software Reports by Manufacturer**

*(Note: Report Names in **BOLD** are preferred reports saved as MS Excel or text files)*

### American Data Group

- **po330-ls Purchase Orders Status**
- **ap340-ls Vendor Name/Address Listing**
- po320-ls 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**

### 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**
- **Vendor Listing**

### SpringBook

- **PO List by Vendor**
- **Vendor Master List**

### SunGard – HTE

- **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 Vendors**
- GM013L – Alphabetical Vendor List

### 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 Vendors**

### SunGard - Pentamation

- **PURCHA31 – Purchase Orders by Date Required**
- **UPPVEN31 – Vendor List – Vendor Name Order**

Tyler Technologies - Eden

- **apinHsVN – Invoice History Listing**
- POHistrpt – Purchase Order History Listing
- apVenLst – Vendor Listing

Tyler Technologies - Munis

- **PO List by Vendor**
- **poreport – Open Purchase Orders by Vendor Report**
- **Vendor List**
- Vendor Invoice List
- polistbyven

Tyler Technologies - FundBalance

- **Vendor Master Listing - Detail**
- **Purchase Order Status Report Detail w/ GL**

Tyler Technologies - Incode

- **Purchase Order Status Report Detail Report**
- **Vendor Listing**

USTI - Asyst

- **PO Control Report**
- **List of Vendors, Sorted by Number, Long Format**
- A/P Control Report
- Vendor YTD Purchases Report

*\*\*\*Note: If you need assistance generating these reports, please contact SmartProcure for additional information on the report formats specific to your software system.*