

INFORMATION REQUEST FORM

All requests must be in writing and sent to: Executive Director, 2000 San Francisco Avenue, Laredo, Texas 78040 Fax: (956) 722-6561 Email: publicinformation@larha.org

(Please type or print in ink)

Requestor's Name: SmartProcure - Kay Thomas Date: 02/5/14

Mailing Address, City, State, Zip: [REDACTED]

Telephone: [REDACTED] Fax: _____ Email: [REDACTED]

Description of Information Sought (please be specific): All electronic maintained purchasing records

Check one:

_____ I request paper copies to be given: In Person By Mail By Fax

I request digital copies sent via email (when available)

_____ I request digital copies on diskette (when available)

_____ I request only to inspect (i.e. view) the information at Administration Building

_____ Other (please explain in detail) _____

(For completion by LHA official only)

Date Received: 2/5/14 RFI I.D. # _____

Disposition:

_____ Provided the following information for viewing: _____

Fees Assessed: \$ _____ Date: _____

Provided copies of the following information: email format

Fees Assessed: \$ 0 Date: 3/3/14

_____ Sent to Attorney on: _____

_____ AG Opinion requested on: _____

_____ AG Opinion # _____ received on: _____

Notes: _____

LHA Official Assigned: [Signature] Alma Mata (signature)

Phone:

Fax: [REDACTED]

FAX

To: 9567290020

From: . .

Re:

Date: 02/05/2016

Good Day Laura,

SmartProcure submitted a public records request on 01/15/2016 and has not received a response or acknowledgment, therefore the original request is being submitted again.

Under the TX PIA, SmartProcure is submitting a public information request to the Housing Authority of the City of Laredo for any and all electronically maintained purchasing records dated 01/01/2010 to current. The request is limited to electronic records without copying, printing or scanning.

The information requested from your record keeping system is:

1. Unique Identifier # such as PO# (preferred), if not Check# or Invoice#
2. Date
3. Description
4. Quantity
5. Price
6. Vendor ID number, name and address

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 send an email or I can be reached at [REDACTED].

Regards,

Kay Thomas
Data Acquisition

SmartProcure

[REDACTED] | www.smartprocure.us

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Subject: Housing Authority of the City of Laredo-Purchase Orders Request
From: "Alma D. Mata" <amata@larha.org>
Date: Thu, March 3, 2016 9:16 am
To: [REDACTED]
Cc: melissa@larha.org
Priority: High
Mailer: SquirrelMail/1.4.21
Options: [Block Sender](#)
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Good morning Kay,

Please find attached all electronically maintained purchasing records dated 01-01-2010 to current as requested.

Please acknowledge receipt of information requested by signing the attached receipt sheet and returning it via email or fax.

Thank you,

Alma D. Mata
 Administration
 Laredo Housing Authority
 2000 San Francisco
 Laredo, TX 78040
 Voice (956) 722-4521, ext. 123
 Fax (956) 722-6561

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Attachments:

- | | | | |
|---|--------------|------------------------------|--------------------------|
| purchase_orders_flex_02-21-2016.xls | 7.7 M | [application/vnd.ms-excel] | Download |
| procurement_po_with_detail_02-21-2016.xls | 10 M | [application/vnd.ms-excel] | Download |
| Certificate of Receipt.pdf | 197 k | [application/binary] | Download |



Housing Authority of the City of Laredo
2000 San Francisco Avenue
Laredo, Texas 78040
Telephone 956.722.4521
Fax 956.722.6561

CERTIFICATE OF HAND DELIVERY/RECEIPT

I do hereby certify that I have received the following documents requested from the Laredo Housing Authority.

Fee 0 Cash 0 Money Order

Kay Thomas - Smart Procure

Requestor-Print Name

Signature

Date

Time

Alma Mata, Admin. Asst.

LHA Representative -Print Name

Signature

3/3/14

Date

9:10am

Time

Courtesy Copy

Current Folder: **INBOX**

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Subject: Re: Housing Authority of the City of Laredo-Purchase Orders Request
From: "Kay Thomas" <[REDACTED]>
Date: Fri, March 4, 2016 10:59 am
To: amata@larha.org
Cc: melissa@larha.org
Priority: Normal
Options: [View Full Header](#) | [View Printable Version](#) | [Download this as a file](#) | [View Message Details](#) | [Add to Addressbook](#)
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Alma,

Thank you!

Thank you for providing information in regards to our public records request. This email serves as confirmation that we have received files from the Housing Authority of the City of Laredo.

Kay Thomas
Data Specialist

SmartProcure

[REDACTED]

On Thu, Mar 3, 2016 at 10:16 AM, Alma D. Mata <amata@larha.org> wrote:
Good morning Kay,

Please find attached all electronically maintained purchasing records dated 01-01-2010 to current as requested.

Please acknowledge receipt of information requested by signing the attached receipt sheet and returning it via email or fax.

Thank you,

Alma D. Mata
Administration
Laredo Housing Authority
2000 San Francisco
Laredo, TX 78040
Voice [\(956\) 722-4521, ext. 123](tel:9567224521)
Fax [\(956\) 722-6561](tel:9567226561)

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