

ANAHEIM PUBLIC UTILITIES



WATER, POWER...AND GREAT ENERGY.

WWW.ANAHEIM.NET

CITY OF ANAHEIM PUBLIC UTILITIES RECORDS REQUEST

The City, in accordance with Government Code Section 6256, has ten (10) days to respond to any request for public documents, although every effort will be made to provide a response sooner.

Date: 6/21/2016

Requestor's Name: Nadine Weeden

Company Name: SmartProcure

E-mail Address: _____

Contact Phone number: _____

Document(s) Requested: The information requested is:
(e.g. Electric Inventory
Map, W-Plan, etc.) 1. Purchase orders 2. Purchase date 3. Item details descriptions
4. Item quantity 5. Item price

~~6. Vendor ID number, name, address, contact person and email~~
address 7. What is the beginning of your fiscal year?

How will you use the documents you are requesting? SmartProcure is submitting a public records request to the Anaheim
(Please be specific) Public Utilities or an existing, already maintained electronic record
(without copying, scanning or printing) of all Purchase orders dated
01/01/2010 to current.

Yes

No

Is this part of a City contract? _____
If so, please provide
Department and
contact person. _____

Prefer Electronic or Paper copy? Electronic
 Paper

Requestor's Signature: 

Request Received By: _____

Please e-mail or fax this form to the Records Department
or

Jennifer L. Hall

Subject: FW: Public Record Request
Attachments: Public Utilities Records Request (PDF)_201502041638029116 (1).pdf

From: Nadine Weeden
Sent: Tuesday, June 21, 2016 8:44 AM
To: Utilities Records
Subject: Public Record Request

Dear Records or Custodian of Public Records,

Thank you for reviewing this message. I have attached the Public Records Request form to this email along with a copy of the request below.

SmartProcure is submitting a public records request to the Anaheim Public Utilities for any and all electronic purchasing records from 2010-01-01 to current. The request is limited to readily available records without copying, scanning or printing.

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
7. What is the beginning of your fiscal year?

Please email the information or use the following web link. There is no file size limitation:

Regards,

Nadine Weeden