

From: [Records Retrieval](#)
To: [MO Audit](#)
Subject: Public Records Request – Purchase Orders (2020–2025)
Date: Tuesday, August 5, 2025 12:38:46 PM

Dear Records Officer,

I hope you are doing well. Thank you for your time and for the work you do.

Under the FOIA law, I am requesting electronic records for all purchase orders—or similar documents like vendor reports, accounts payable summaries, or check summaries—issued by Auditor from January 1, 2020 to June 30, 2025.

If possible, please include the following information for each transaction. If some items aren't available, we're happy to take what you do have:

- Contract number, purchase order number, or other identifying reference (e.g., invoice number, check number, internal ID)
- Date of purchase
- Vendor information (name, ID, address, contact name, and email address)
- Line item description(s)
- Quantity of items or services ordered
- Price or amount paid per line item
- Contract start and end dates, if applicable
- Name or title of the contract signatory, if available

Additional Notes for Clarity:

- If vendor names are presented as codes, we kindly ask for a key or list matching those codes to vendor names.
- Raw exports from your purchasing or accounting systems are perfectly acceptable—we are not requesting any additional compilation or formatting.
- To reduce administrative burden, we kindly request these records in an electronic format (Excel, CSV, or PDF preferred) and ask that no documents be scanned or

printed.

- If you believe another department is better suited to fulfill this request, I would be grateful if you could forward it to them and share their contact information with me.
- If any portion of this request is denied, please provide a written explanation citing the applicable exemption(s), and release all segregable, non-exempt material.

Thank you, and we look forward to hearing back from you!

Best,

Oshea Smith

PS - Don't hesitate to reach out if you have any questions or need clarification.

Oshea Smith

Records Retrieval Solutions

215 N Payne St STE 33025

Alexandria, VA 22314

734 - 210 - 0832

records@recordsretrievalsolutions.com

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Records Retrieval Solutions, 215 N Payne St., Suite 33025, Alexandria, VA 22314, 724 210 0832

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