Jessica Miller <jmiller@panaschools.com>

Fwd: Public Records Request: Pana Community Unit School District 8 Purchase Orders FR:106347

5 messages

Kylie Dooley <kylie.dooley@panaschools.com> Fri, Sep 18, 2026 at 9:54 AM
To: Kari Medler <kmedler@panaschools.com>, Jessica Miller <jmiller@panaschools.com>

Kari,
Should I run a report on both TeacherEase and SDS? Or can I make a copy of my spreadsheet I already have?
---------- Forwarded message ---------
From: **sunlight access** <admin@ultrasunlightaccess.com>
Date: Fri, Sep 18, 2026 at 8:57 AM
Subject: Public Records Request: Pana Community Unit School District 8 Purchase Orders FR:106347
To: <kylie.dooley@panaschools.com>

Dear Records Officer,

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

Pursuant to the Illinois Freedom of Information Act (5 ILCS 140), I am requesting an electronic summary of purchase orders (not the individual purchase orders themselves) issued by Pana Community Unit School District 8 from March 1, 2026 to July 31, 2026.

This report may also be referred to as an accounts payable summary, check summary, check register, bill or claims report, or vendor analysis report. Any spreadsheet or report that lists vendor names and amounts paid would be fully responsive to this request.

If available, please include:

-Vendor name
-Description of purchase or payment
-Total price or amount paid

If vendor names are coded, please include the code key if it's easily available. We're happy to accept whatever form this data is already maintained in — raw exports or standard reports (Excel, CSV, or PDF) are perfectly fine. We will accept partial data if you do not have a document with each of the above components or the entire timeframe requested.

If another department is better suited to handle this request, I'd appreciate it if you could forward it to them or share their contact information.

If any part of this request is withheld, please provide the specific statutory exemption and release all non-exempt portions.

To ensure prompt follow-up, please send any correspondence regarding clarifications, extensions, online portal access, and response letters through email only to records@sunlightaccess.com and reference: FR:106347

Reference #: FR:106347

Oshea Smith
215 N Payne St STE 33025
Alexandria, VA 22314
www.sunlightaccess.com

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KYLIE DOOLEY
Administrative Assistant
Head of Purchasing
217-562-1500
kylie.dooley@panaschools.com
14 E Main St, Pana, IL 62557
https://www.panaschools.com

Kari Medler <kmedler@panaschools.com> Fri, Sep 18, 2026 at 10:00 AM
To: Kylie Dooley <kylie.dooley@panaschools.com>
Cc: Jessica Miller <jmiller@panaschools.com>

We can run reports in Teacher Ease and SDS.

Kari Medler
Payroll Clerk/Bookkeeper
217-562-1522
kmedler@panaschools.com

[Quoted text hidden]

Jessica Miller <jmiller@panaschools.com> Mon, Sep 21, 2026 at 10:39 AM
To: Kari Medler <kmedler@panaschools.com>
Cc: Kylie Dooley <kylie.dooley@panaschools.com>

Kylie - Just send them the Board financial reports that reflect our purchases for these months. No need to create new reports.
[Quoted text hidden]
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Jessica L. Miller
Superintendent
Pana CUSD 8
jmiller@panaschools.com

Kylie Dooley <kylie.dooley@panaschools.com> Mon, Sep 21, 2026 at 10:43 AM
To: Jessica Miller <jmiller@panaschools.com>
Cc: Kari Medler <kmedler@panaschools.com>

You got it!

[Quoted text hidden]
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KYLIE DOOLEY
Administrative Assistant
Head of Purchasing
217-562-1500
kylie.dooley@panaschools.com
14 E Main St, Pana, IL 62557
https://www.panaschools.com

Kylie Dooley <kylie.dooley@panaschools.com> Wed, Sep 23, 2026 at 4:25 PM
To: sunlight access <admin@ultrasunlightaccess.com>
Cc: Jessica Miller <jmiller@panaschools.com>

Dear Requestor,

Please find attached the responsive records regarding your FOIA request for purchase orders and related accounts payable records for Pana Community Unit School District 8 for the period of March 1, 2026 through July 31, 2026.

If you have any questions regarding the attached records, please feel free to contact me.

Thank you.

Sincerely,

Kylie Dooley

Records Officer

Pana Community Unit School District 8

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9 attachments

June 2026 Paid Accounts Payable (3).pdf
57K

July 2026 Paid Accounts 6.17-6.30.pdf
55K

June 2026 Open Accounts Payable (3).pdf
72K

April 2026 Open Accounts Payable (1).pdf
106K

April 2026 Paid Accounts Payable (1).pdf
62K

May 2026 Open Accounts Payable (2).pdf
77K

May 2026 Paid Accounts Payable (2).pdf
58K

March 2026 Paid Accounts Payable.pdf
59K

March 2026 Open Accounts Payable.pdf
87K