



Denise Aughenbaugh <daughenbaugh@mendotahs.org>

FOIA Request - Mendota Township High School District 280

Aubrey Sinclair <aubrey@databranchus.com>

Thu, Oct 1, 2026 at 7:59 AM

Reply-To: aubrey@databranchus.com

To: "daughenbaugh@mendotahs.org" <daughenbaugh@mendotahs.org>

Hello,

The Data Branch is submitting a public records request for purchase order records. We are seeking a spreadsheet or equivalent file covering all purchase orders issued between June 10, 2026, and the present.

Pursuant to the Illinois Freedom of Information Act (5 ILCS 140)

Scope of Request:

We are requesting all purchase orders reflecting purchasing or procurement activity across all departments, divisions, and offices.

Fields of interest (where readily available):

- Purchase order number (or equivalent)
- Purchase date
- Vendor ID or name
- Department or issuing entity (if available)
- Line item description
- Quantity
- Unit price
- Total price

We are flexible on format and can accept records in whichever way your office already keeps them, such as:

- Spreadsheet exports (preferred)
- PDF or Word documents
- Standard ERP or finance system reports
- Any existing summary-level purchasing records your office already maintains

If portions of the responsive records fall under an exemption, please withhold only those portions and produce the rest.

Please note that this request *is* for commercial purposes. We are glad to follow any applicable policies or procedures Mendota Township High School District 280 has in place for handling public records requests, and we are open to narrowing, clarifying, or otherwise adjusting the request to ease the burden on your office.

Please provide responsive records to the following Data Branch contact:

Aubrey Sinclair

Email: aubrey@databranchus.com

Phone: (302) 585-3132

Address: [2810 N Church St STE 89774, Wilmington, DE 19802](#)

Thank you for your attention to this request and we look forward to a prompt reply. If this office is not the correct custodian, please forward the request to the right agency or department, or advise us where to direct it. We appreciate your cooperation.

Thank you,

Aubrey Sinclair

The Data Branch Research Team

Where these records go: The Data Branch is building a national reference for public purchasing to help agencies compare vendor pricing and purchasing activity. Learn more at thedatabranch.com/app, try it out at thedatabranch.app, and feel free to share it with your team so they can benefit from the app as well.

A simpler option: Send your complete purchase order list, payment register, or vendor list to contribute@thedatabranch.com. We will handle the matching and update this request accordingly.

Questions or feedback: Contact support@thedatabranch.com for help with our requests or the app. Our team reviews this inbox daily.