

Pleasantdale Elementary School
8100 School Street
La Grange, IL 60525
708.246.4700 Fax: 708.246.4625



Pleasantdale Middle School
7450 S. Wolf Road
Burr Ridge, IL 60527
708.246.3210 Fax: 708.352.0092

Pleasantdale School District 107 | 7450 S. Wolf Road | Burr Ridge, IL 60527 | 708.784.2171 | Fax: 708.246.0161 | www.d107.org

October 12, 2026

VIA ELECTRONIC MAIL

Vincent Mutolo

requests@argorecordsdesk.com

Re: Freedom of Information Act Request

Dear Vincent Mutolo,

The School District received your request for records pursuant to the Freedom of Information Act (the "Act") on August 25, 2026. Please treat this correspondence at the response to your request.

You requested the following:

Dear Public Records Officer,

I am writing to request electronic records of all purchase orders issued by Pleasantdale SD 107 from August 25, 2021 through August 25, 2026.

A purchase-order export is preferred. If one is not readily available, an existing accounts payable register, check register, vendor payment report, or similar finance-system export is also acceptable.

Please include the following fields in the export, where available:

- Purchase order number, or a comparable identifier such as a contract, invoice, encumbrance, or check number
- Purchase-order date
- Vendor details, including name, ID, address, contact person, and email address
- Line-item description
- Line-item quantity
- Line-item price
- Department associated with the purchase
- Contract start and end dates
- Contract signatory
- Whether a competitive process was used and any recorded reason for not using one

A few notes to help with the response:

- Please exclude payroll-related payments.
- If vendors are identified by codes, please include the corresponding vendor list so the codes can be matched to vendor names.
- I am requesting existing electronic records. Paper documents do not need to be printed or scanned.
- If another office maintains these records, please forward this request to the appropriate office and share its contact information with me.
- If any responsive information is withheld, please identify the applicable exemption and provide all reasonably segregable non-exempt records.
- Your agency may have recently responded to a similar request from SmartProcure or Starbridge. If it is easier, please provide the same files that you provided in response to those requests.

Please deliver the files through this secure upload link:

Response:

The requested records have been uploaded to the provided link.

Respectfully,
Griffin Sonntag
Pleasantdale School District 107 FOIA Officer