River Trails
SCHOOL DISTRICT 26

Reyes, Patricia <preyes@rtsd26.org>

{FOIA Request} - Public records request: purchase order records

1 message

Vincent Mutolo <requests@argorecordsoffice.com> Fri, Oct 23, 2026 at 8:15 AM
Reply-To: requests@argorecordsoffice.com
To: foia@rtsd26.org

Dear Public Records Officer,

I am writing to request electronic records of all purchase orders issued by River Trails SD 26 from 2021-09-04T00:00:00.000Z through 2026-09-04T00:00:00.000Z.

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 fulfilling this request will incur any fees, please provide an itemized estimate and obtain my written approval before beginning any billable work.
- 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:

https://argorecordsoffice.com/upload/o3lEAtTp0DrvVVcfC_iYPL869VQa4FenIq96dtmBdss

Sincerely,
Vincent Mutolo
Argo Agent
130 W 15th St, Apt #PHD
New York, NY 10011
Tracking number: prr-FX4YT7QJG3YV6TXTYCSA

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This email was sent to the "foia@rtsd26.org Distribution List"