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

PLEASANTDALE SCHOOL DISTRICT 107

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

November 11, 2026

VIA ELECTRONIC MAIL
Aubrey Sinclair
aubrey@databranchus.com

Re: Freedom of Information Act Request

Dear Aubrey Sinclair,

The School District received your request for records pursuant to the Freedom of Information Act (the "Act") on October 1, 2026. Please treat this correspondence at the response to your request.

You requested the following:

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

We understand a single, centralized report may not exist. In that case, we are happy to receive:

- *Department-level or segmented purchasing data*
- *Any readily available reports*
- *Records grouped by department, if that is the structure used by your office*

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*

If your office does not use or retain purchase orders, we would be glad to narrow the request to whatever combination of the following best reconstructs spending and contract awards for the past 12–24 months:

- *PO register (PO #, date, vendor, description, fund/GL, amount)*
- *AP check register or payment ledger (vendor, invoice #, amount, date)*
- *P-Card transaction logs (cardholder, MCC/merchant, date, amount)*
- *Or, in the absence of these, any records that include vendor names and prices*

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.

This request is being made for commercial purposes. We are committed to complying with any applicable procedures Pleasantdale School District No. 107 follows for public records requests, and we are happy to refine or scope down the request if that would make fulfillment more manageable.

Please direct responsive records to The Data Branch at the following contact:

Aubrey Sinclair

Email: aubrey@databranchus.com

Phone: (302) 585-3132

Address: 2810 N Church St STE 89774, Wilmington, DE 19802

We appreciate your attention to this matter and look forward to your prompt response. If this request has been directed to the wrong agency or department, kindly advise or forward it to the appropriate custodian. Thank you for your cooperation.

Response:

Please see the attached document.

Respectfully,
Griffin Sonntag
Pleasantdale School District 107 FOIA Officer