

Maria Gannon, Administrative Assistant
To the Superintendent
Center Cass School District 66
699 Plainfield Road
Downers Grove, IL 60516



Memo

To: Board of Education
From: Maria Gannon
Date: October 14, 2025
Re: FOIA Request #2

Sheri Reid
Data Acquisition Specialist
SmartProcure
sreid@smartprocure.com

SmartProcure is submitting a commercial FOIA request to the Center Cass School District No. 66 for any and all purchasing records from 6/11/2025 to current.

The specific information requested from your record keeping system is:

1. Purchase order number. If purchase orders are not used a comparable substitute is acceptable, i.e., invoice, encumbrance, or check number
2. Purchase date
3. Line item details (Detailed description of the purchase)
4. Line item quantity
5. Line item price
6. Vendor ID number, name, address, contact person and their email address

The District complied with the request and produced the information.