



Matthew Moore &lt;mmoore@jsd117.org&gt;

## Public Records Request - Jacksonville School District 117 Purchase Orders

Debbie Herbst <dherbst@sunlight-records.com>  
Reply-To: Oshea Smith <records@sunlightaccess.com>  
To: mmoore@jsd117.org

Thu, Dec 4, 2025 at 10:51 AM

Dear Records Officer,

I hope you are doing well. Thank you for your time and for the work you do.

Pursuant to the Illinois Freedom of Information Act (5 ILCS 140), I am requesting an electronic summary of purchase orders (not the individual purchase orders themselves) issued by Jacksonville School District 117 from July 1, 2025 through November 30, 2025.

This report may also be referred to as an accounts payable summary, check summary, check register, or vendor analysis report. Any spreadsheet or report that lists vendor names, brief descriptions of purchases, and total amounts would be fully responsive to this request.

If available, please include:

Vendor name  
Description of purchase or payment  
Total price or amount paid

If vendor names are coded, please include the code key if it's easily available. We're happy to accept whatever form this data is already maintained in — raw exports or standard reports (Excel, CSV, or PDF) are perfectly fine.

If another department is better suited to handle this request, I'd appreciate it if you could forward it to them or share their contact information.

If any part of this request is withheld, please provide the specific statutory exemption and release all non-exempt portions.

Thank you again for your time and assistance. To ensure prompt follow-up, please send any correspondence regarding clarifications, or extensions to [records@sunlightaccess.com](mailto:records@sunlightaccess.com).

Reference #: 65a60402c769fa16f659dc96

Oshea Smith  
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