



Theisinger, Clayton &lt;theisingerc@pcschoools535.org&gt;

## Purchase record request- Putnam County CUSD 535, IL

2 messages

**Abbas Khan** <abbas.pr@inovo.ai>  
To: theisingerc@pcschoools535.org

Wed, May 7, 2025 at 2:00 PM

To Whom It May Concern:

Civic IQ Inc is initiating a request under Illinois Freedom of Information Act. (FOIA) for all purchasing records from 01/01/2022 to date for all schools under your jurisdiction.

We seek access to electronic records that can be provided without the necessity for hardcopy duplication, scanning, or any physical handling of documents.

We are interested in the following details for purchases from your record keeping system for the given period. This data can be quickly exported in a purchase order or vendor history report from the accounting system by your finance team.

We are interested in the following details for all purchases from your record keeping system:

- Vendor Number or Vendor ID
- Vendor Name
- Identifier for each purchase, such as purchase order number(PO#) or, alternatively, an invoice or check number
- Purchase Date
- Line item details or description of each purchase
- Line item quantity
- Line Item price

Additionally, if there are any fees associated with processing this request, please inform me in advance if the costs will exceed "\$100". Let us know if samples are needed.

Please do not hesitate to reach out to me if you have any questions.

Regards,

Abbas Khan  
CEO, Civic IQ Inc  
50 Harrison St, PH 505  
Hoboken, NJ 07030  
+1 201-287-4709

**Theisinger, Clayton** <theisingerc@pcschoools535.org>  
To: Abbas Khan <abbas.pr@inovo.ai>

Fri, May 9, 2025 at 2:01 PM

Dear Requester:

This letter serves as Putnam County CUSD #535 (the "District")'s timely response to your Illinois Freedom of Information Act ("FOIA") request sent on May 7th, 2025 for:

- *all purchasing records from 01/01/2022 to date for all schools under your jurisdiction.*  
*We seek access to electronic records that can be provided without the necessity for hardcopy duplication, scanning, or any physical handling of documents.*  
*We are interested in the following details for purchases from your record keeping system for the given period. This data can be quickly exported in a purchase order or vendor history report from the accounting system by your finance team.*  
*We are interested in the following details for all purchases from your record keeping system:*

- *Vendor Number or Vendor ID*
- *Vendor Name*
- *Identifier for each purchase, such as purchase order number(PO#) or, alternatively, an invoice or check number*
- *Purchase Date*
- *Line item details or description of each purchase*
- *Line item quantity*
- *Line Item price*

In response to your request, the District is providing the attached responsive documents. Please be advised that FOIA does not require public bodies to prepare answers to questions seeking information or create new documents in response to a request. *See Kenyon v. Garrels*, 184 Ill. App. 3d 28, 31-32 (4th Dist. 1989).

Sincerely,

Dr. Clayton J. Theisinger

Superintendent

[Quoted text hidden]

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**Dr. Clayton J. Theisinger**

*Superintendent*

Putnam County CUSD #535

*-Providing foundations together, Cultivating individual growth-*



**Purchase Report by Vendor (May 9th 2025).pdf**

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