



River Forest  
Public Schools

Administration Building  
7776 Lake Street  
River Forest, IL 60305  
708-771-8282

April 9, 2025

Woo Park

Communicated via email to: [woo@thedatabranch.com](mailto:woo@thedatabranch.com)

Dear Woo:

This letter is in response to your electronic *Freedom of Information Action* (FOIA) request received in my office on April 4, 2025.

**Request:** 1) “*RECORDS REQUESTED: Pursuant to the Illinois Open Records Act, Spreadsheet containing all purchase orders from January 1, 2020, to the present day.*”

*If easily accessible, please provide this info for each purchase order:*

- *Purchase order number or equivalent*
- *Purchase date*
- *Vendor ID or equivalent*
- *Vendor name*
- *Line item details*
- *Line item quantity*
- *Line item unit price*
- *Line item total price*

**Response:** Requested information has been attached.

As Superintendent of the District, I am responsible for granting and denying the requests for records under the Freedom of Information Act. Please be aware that this response to your request is pursuant to my understanding of your FOIA request.

If you have any questions or concerns, please do not hesitate to contact me.

Sincerely,

Edward J. Condon, Ph.D.  
Superintendent

Dear Public Records Officer,

Pursuant to the Illinois Freedom of Information Act (5 ILCS 140)

The Data Branch is hereby submitting a commercial records request. We seek a file containing all purchase orders from January 1, 2020, to present day.

**Requested Information:**

Spreadsheet containing all purchase orders from January 1, 2020, to the present day.

If easily accessible, please provide this info for each purchase order:

- Purchase order number or equivalent
- Purchase date
- Vendor ID or equivalent
- Vendor name
- Line item details
- Line item quantity
- Line item unit price
- Line item total price

**Format & Delivery:**

These records generally live in your ERP, and a spreadsheet export of that may be easiest. We would appreciate if you replied in this email thread if possible.

However, if this is not possible please feel free to send in **any format you prefer including but not limited to:**

- Spreadsheet (Pref.)
- PDF
- Word
- or any readily available, already existing records resembling purchasing records, even if you're missing some requested columns

**Contact Information:**

My name is Woo Park

Email: [woo@thedatabranch.com](mailto:woo@thedatabranch.com)

Phone: (302) 585-3132

Address: 1111B S Governors Ave STE 21033, Dover, DE 19904

We appreciate your attention to this matter and look forward to your prompt response. Please confirm receipt of this request and provide an estimated date for the delivery of the requested records. Thank you for your cooperation.

Sincerely,

The Data Branch Research Team