



Jessica Miller <jmiller@panaschools.com>

Fwd: Records Request - Purchase Order Data - Pana CUSD 8

5 messages

Dr. David Lett <dlett@panaschools.com>

Mon, Apr 7, 2025 at 2:02 PM

To: Jessica Miller <jmiller@panaschools.com>, Kari Medler <kmedler@panaschools.com>

FYI

Sent from my iPhone

Begin forwarded message:

From: areynolds@thedatabranch.com**Date:** April 7, 2025 at 1:01:00 PM CDT**To:** dlett@panaschools.com**Subject:** Records Request - Purchase Order Data - Pana CUSD 8

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 Amber Reynolds

Email: areynolds@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

Jessica Miller <jmiller@panaschools.com>
To: Kari Medler <kmedler@panaschools.com>

Mon, Apr 7, 2025 at 3:00 PM

Can you please assist me with this FOIA request?

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Kari Medler <kmedler@panaschools.com>
To: Jessica Miller <jmiller@panaschools.com>

Mon, Apr 7, 2025 at 3:33 PM

Yes. I will see what kind of report I can do.

When I went to the bookkeepers round table, Julie said she always requests the extra 5 days for all FOIA requests. She said even if she doesn't need the extra time, she always sends back an email immediately requesting the 5 days. I keep meaning to tell you that and I always forget.

Kari Medler
Payroll Clerk
Pana CUSD #8
217-562-1522

[Quoted text hidden]

Kari Medler <kmedler@panaschools.com>
To: Jessica Miller <jmiller@panaschools.com>

Mon, Apr 7, 2025 at 3:44 PM

Let me know if this works for you.
Thanks!

Kari Medler
Payroll Clerk
Pana CUSD #8
217-562-1522

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PO Request.xlsx
1620K

Jessica Miller <jmiller@panaschools.com>
To: "Dr. David Lett" <dlett@panaschools.com>

Mon, Apr 7, 2025 at 3:45 PM

Can you reply and ask for the 5 extra days?

[Quoted text hidden]

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Jessica L. Miller
District Administrator
Pana CUSD 8
jmiller@panaschools.com

