

Pleasantdale Elementary School  
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La Grange, IL 60525  
708.246.4700 Fax: 708.246.4625



Pleasantdale Middle School  
7450 S. Wolf Road  
Burr Ridge, IL 60527  
708.246.3210 Fax: 708.352.0092

Pleasantdale School District 107 | 7450 S. Wolf Road | Burr Ridge, IL 60527 | 708.784.2013 | Fax: 708.246.0161 | www.d107.org

This email is in response to your e-mailed request under the Freedom of Information Act ("FOIA"), 5 ILSC 140/I et seq., dated June 24, 2023. You have requested that Pleasantdale School District 107 produce the following public records:

**Requested by:**

<p>Request Dated: 6/24/23</p>	<p>Dear FOIA No Last Name or Custodian of Public Records,</p> <p>SmartProcure is submitting a commercial FOIA request to the Pleasantdale School District #107 for any and all purchasing records from 3/8/2023 to current. The request is limited to readily available records without physically copying, scanning or printing paper documents. Any editable electronic document is acceptable.</p> <p>The specific information requested from your record keeping system is:</p> <ol style="list-style-type: none"><li>1. Purchase order number. If purchase orders are not used a comparable substitute is acceptable, i.e., invoice, encumbrance, or check number</li><li>2. Purchase date</li><li>3. Line item details (Detailed description of the purchase)</li><li>4. Line item quantity</li><li>5. Line item price</li><li>6. Vendor ID number, name, address, contact person and their email address</li></ol> <p>If you would like to let me know what type of financial software you use, I may have report samples that help to determine how, or if, you are able to respond.</p> <p>As an added security and privacy measure, there will be a unique upload link for any new requests moving forward, including this one. We appreciate your assistance towards this request. You may also attach the information to this email.</p> <p><a href="https://upload.smartprocure.com/?id=c2RqPWEyYjZRMdAwMDAzc25hZ1FBQSZzdD1JTCZvcmc9UGxiYXNhbRkYWxiU2Nob29sRGlzdHJpY3QxMDC%3D">https://upload.smartprocure.com/?id=c2RqPWEyYjZRMdAwMDAzc25hZ1FBQSZzdD1JTCZvcmc9UGxiYXNhbRkYWxiU2Nob29sRGlzdHJpY3QxMDC%3D</a></p> <p>If this request was misrouted, please forward to the correct contact person and reply to this communication with the appropriate contact information.</p> <p>If you have any questions, please feel free to respond to this email or I can be reached at the phone number below in my signature.</p> <p>Regards,</p> <p>Sheri Reid Data Acquisition Specialist SmartProcure</p>
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	Direct: (561) 609-6759 Email: <a href="mailto:sreid@smartprocure.com">sreid@smartprocure.com</a>
Response Dated: 6/28/23	See attached document.

As the FOIA Officer of the District, Mr. Sonntag is responsible for granting and denying requests for records under the Freedom of Information Act. The District's responses attached to this email intend to be fully responsive to your specific request. If we have misinterpreted your request, please clarify your request to him in writing.

You have a right to appeal a denial of records to the President of the Board of Education by written request directed to the President at the District office 7450 S. Wolf Road, Burr Ridge, IL 60527 within fourteen (14) working days of your receipt of this email.