

From: <ahester@thedatabranch.com>

Date: Fri, Apr 4, 2025 at 2:34 PM

Subject: Records Request - Purchase Order Data - Meridian CUSD 223

To: <pcaposey@mail.meridian223.org>

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 Allison Hester

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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