

From: **Camille Dawson** <camille@databranchusa.com>

Date: Sun, Jul 5, 2026 at 6:16 PM

Subject: FOIA Request - Meridian CUSD 223 [Ref: Nate Heyward]

To: mplourde@mail.meridian223.org <mplourde@mail.meridian223.org>

Cc: nate.heyward@thedatabranch.com <nate.heyward@thedatabranch.com>

Hello,

The Data Branch is submitting a public records request for purchase order records. We are seeking a spreadsheet or equivalent file covering all purchase orders issued between January 1, 2023, and the present.

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

Scope of Request:

We are requesting all purchase orders issued between the above date, and the present, reflecting purchasing or procurement activity across all departments, divisions, and offices.

If a centralized report is not available, we are happy to accept:

- Department-level or segmented purchasing data
- Any readily available reports
- Or records grouped by department, if that is how they are stored

To the extent readily accessible, we are interested in records that include:

- Purchase order number (or equivalent)
- Purchase date
- Vendor ID or name
- Department or issuing entity (if available)
- Line item description
- Quantity
- Unit price
- Total price

Where purchase orders are not used or retained, we are happy to scope this request down to the minimum set of records that captures spending and contract awards for the most recent 12–24 months, such as:

- PO register (PO #, date, vendor, description, fund/GL, amount)
- AP check register / payment ledger (vendor, invoice #, amount, date)
- P-Card transaction logs (cardholder, MCC/merchant, date, amount)
- Any other documents containing vendor names and prices

To keep this easy on your office, we are happy to receive records in whichever of the following formats works best:

- Spreadsheet exports (preferred)
- PDF or Word documents
- Standard ERP or finance system reports
- Any summary-level purchasing records your office already maintains

Should any portion of the requested records be exempt from disclosure, please release the segregable non-exempt portions.

Please note that this request *is* for commercial purposes. We are glad to follow any applicable policies or procedures Meridian CUSD 223 has in place for handling public records requests, and we are open to narrowing, clarifying, or otherwise adjusting the request to ease the burden on your office.

Records should be sent to Nate Heyward, who handles intake on behalf of The Data Branch, at the following:

Email: nate.heyward@thedatabranch.com

Phone: (302) 585-3132

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

Thank you in advance for your time and attention. If this request has reached the wrong agency or department, please let us know or forward it to the appropriate records custodian. We appreciate your cooperation.

Thank you,

Camille Dawson

The Data Branch