

**Maria Gannon, Administrative
Assistant to the Superintendent**
Center Cass School District 66
699 Plainfield Road
Downers Grove, IL 60516



Memo

To: Board of Education
From: Maria Gannon
Date: August 5, 2026
Re: FOIA Request #1

Adeline Porter, adeline@databranchus.com
The Data Branch Research Team

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 purchasing records are not maintained centrally, we will gladly accept:

- Department-level or segmented purchasing data
- Any readily available reports
- Records grouped by department, where applicable

Requested Details (if readily accessible):

- 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

The District complied with the request and produced the information.