

**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: November 6, 2024
Re: FOIA Request

Please find the most recent FOIA request below:

Sheri Reid
Data Acquisition Specialist
SmartProcure
Direct: (561) 609-6759
Email: sreid@govspend.com

Records requested:

1. Purchase order number. If purchase orders are not used a comparable substitute is acceptable, i.e., invoice, encumbrance, or check number
2. Purchase date
3. Line item details (Detailed description of the purchase)
4. Line item quantity
5. Line item price
6. Vendor ID number, name, address, contact person and their email address

The district complied with the requests to produce the records above within the required time period.