

From: <edending@thedatabranch.com>

Date: Mon, Sep 8, 2025 at 2:03 PM

Subject: Records Request - Purchase Order Data - Summit Hill SD 161

To: <FOIAOfficer@summithill.org>

Dear Public Records Officer,

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

The Data Branch is hereby submitting a public records request for purchasing data. Specifically, we request a spreadsheet or equivalent file containing all purchase orders issued between March 1st, 2025, and the present.

Scope of Request:

We are seeking all purchase orders issued by any and all departments, schools, divisions, or offices under your school district, including (but not limited to) general administration, curriculum and instruction, facilities and operations, food services, transportation, information technology, and finance/business office.

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

Preferred Format & Delivery:

We understand systems vary and that a spreadsheet export from your ERP system is often the most accessible. However, we are happy to accept:

- Spreadsheet (preferred)
- PDF or Word documents
- Existing ERP reports
- Any general or summary-level purchasing records you already have on hand, even if they don't include all requested fields

Commercial Nature & Flexibility:

This is a commercial request for research purposes. We are happy to comply with all relevant policies and to work with your office to narrow, clarify, or adjust the request in any way that makes it easier to fulfill