



Theisinger, Clayton <theisingerc@pcschoools535.org>

FOIA Request: Purchase Orders

Justin Wenig <justinwenig@starbridgeapp.us>

Tue, Aug 19, 2025 at 8:56 AM

To: "Putnam County Community Unit School District 535 ." <theisingerc@pcschoools535.org>

Dear FOIA Officer,

Pursuant to the Illinois Freedom of Information Act (5 ILCS 140/1 et seq.), I am requesting public records detailing financial transactions made by Putnam County Community Unit School District 535, specifically:

A report (such as a check register, expenditure report, or purchase order history) reflecting all transactions from January 1, 2022 to present date, including but not limited to:

- Purchase date
- Vendor name
- Description of goods/services purchased
- Line item quantity
- Line item price/amount

If vendor names are coded in the file, please provide a vendor list with corresponding codes.

I am requesting existing, already maintained electronic records (without copying, scanning, or printing).

If this request was misrouted, please forward to the correct contact person and reply to this communication with the appropriate contact information.

Should this request be denied wholly or partially, please provide a detailed justification for each decision, citing specific exemptions. Additionally, I request that all segregable portions of otherwise exempt material be provided.

Should you need further information or clarification to expedite this request, do not hesitate to reach out.

Thank you for your attention and cooperation. I look forward to your prompt response within the statutory period.

Sincerely,
Justin Wenig

REF: FC000026 0a56f881-8731-4523-ac46-fb17ab76877a