



Jessica Miller <jmiller@panaschools.com>

FOIA Request: Purchase Orders

3 messages

Jessica Miller <jmiller@panaschools.com>
To: justin.wenig@starbridgefoi.net

Wed, Sep 24, 2025 at 11:39 AM

Good morning,

Below is an email that I received today. We have been transitioning from interim superintendents to my new position as superintendent. I will answer this request within 5 days. I appreciate your understanding.

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Dear FOIA Officer,

I am writing to follow up on my FOIA request submitted on August 18, 2025, regarding FOIA Request: Purchase Orders. As of today, 26 business days since my previous email, I have not received a response acknowledging receipt or providing a determination as required under Illinois Freedom of Information Act (5 Ill. Comp. Stat. 140/1–11).

Please confirm the status of my request. If additional time is required to fulfill it, I ask that you provide a written explanation and a reasonable estimated date of completion, as mandated by law.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,
Justin

On August 18, 2025 at 2:53 PM EDT justin.wenig@starbridgefoi.net wrote:

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 Pana Community Unit School District 8, 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

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Jessica L. Miller
Superintendent
Pana CUSD 8
jmiller@panaschools.com



Justin <justin.wenig@starbridgefoi.net>
Reply-To: justin.wenig@starbridgefoi.net
To: Jessica Miller <jmiller@panaschools.com>

Thu, Sep 25, 2025 at 3:10 AM

Dear Jessica,

Thank you for your update.

I appreciate your attention to this matter during what I understand must be a busy transition period. I look forward to receiving your response within the stated timeframe.

Sincerely,
Justin
[Quoted text hidden]

Jessica Miller <jmiller@panaschools.com>
To: justin.wenig@starbridgefoi.net

Thu, Sep 25, 2025 at 3:14 PM

Good afternoon,

Please see the attached document that includes all transactions from January 1, 2022 to present date.

[Quoted text hidden]

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Jessica L. Miller

Superintendent

Pana CUSD 8

jmiller@panaschools.com



Fiscal Year Purchase Order List.pdf

690K