

From: **Justin** <justin@starbridgefoiarecords.com>
Date: Wed, Nov 12, 2025 at 2:08 AM
Subject: Re: FOIA Request: Purchase orders
To: foiaofficer@summithill.org <foiaofficer@summithill.org>

Dear FOIA Officer,

I am writing to follow up on my FOIA request submitted on October 17, 2025, regarding FOIA Request: Purchase orders. As of today, 16 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 October 17, 2025 at 7:12 PM EDT justin@starbridgefoiarecords.com 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 Summit Hill School District 161, specifically:

- A report (such as a check register, expenditure report, or purchase order history) reflecting all transactions from July 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