



Theisinger, Clayton <theisingerc@pcschools535.org>

Public Records Request – Purchasing & Contract Approval Policy Thresholds

2 messages

CT Mills <outreach@educatorsupportnetwork.org>
To: theisingerc@pcschools535.org

Wed, Feb 4, 2026 at 8:56 PM

Public Records Request – Purchasing / Contracting Approval Thresholds

Dear FOIA Officer,

Pursuant to the **Illinois Freedom of Information Act (FOIA) – 5 ILCS 140/1 et seq.**, I am requesting copies of any **existing records** that describe purchasing or contracting approval authority within your School District.

Specifically, please provide records, policies, schedules, or tables that identify:

- Dollar thresholds requiring approval by school administrators (e.g., principals)
- Dollar thresholds requiring approval by central office staff or department leadership
- Dollar thresholds requiring approval by the superintendent or designee
- Dollar thresholds requiring approval by the board of education

If approval thresholds differ by category (for example, instructional materials, instructional technology, software, professional services, or consulting), please include records reflecting those distinctions.

Please note: I am not requesting the creation of any new records. This request is limited to **existing records only**. If no such records exist, please confirm that in writing.

If any of the requested records are already publicly available, a **link** or **citation** to their location would be sufficient.

This request is being made for non-commercial purposes.

Thank you for your time and assistance.

Sincerely,

Chris Miller
Public Info Access LLC
984-303-8215

Theisinger, Clayton <theisingerc@pcschools535.org>
To: CT Mills <outreach@educatorsupportnetwork.org>

Thu, Feb 5, 2026 at 9:12 AM

Dear Requester:

This letter serves as Putnam County CUSD #535 (the “District”)’s timely response to your Illinois Freedom of Information Act (“FOIA”) request sent on February 4th, 2026 for:

...any existing records that describe purchasing or contracting approval authority within your School District.

Specifically, please provide records, policies, schedules, or tables that identify:

- *Dollar thresholds requiring approval by school administrators (e.g., principals)*
- *Dollar thresholds requiring approval by central office staff or department leadership*
- *Dollar thresholds requiring approval by the superintendent or designee*
- *Dollar thresholds requiring approval by the board of education*

If approval thresholds differ by category (for example, instructional materials, instructional technology, software, professional services, or consulting), please include records reflecting those distinction

In response to your request, the District is providing the attached responsive documents. Please be advised that FOIA does not require public bodies to prepare answers to questions seeking information or create new documents in response to a request. *See Kenyon v. Garrels*, 184 Ill. App. 3d 28, 31-32 (4th Dist. 1989).

Sincerely,

Dr. Clayton J. Theisinger

Superintendent

[Quoted text hidden]

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Dr. Clayton J. Theisinger

Superintendent

Putnam County CUSD #535

-Providing foundations together, Cultivating individual growth-

 **Policy-460.pdf**
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