

**Maria Gannon, Administrative Assistant**  
**To the Superintendent**  
Center Cass School District 66  
699 Plainfield Road  
Downers Grove, IL 60516



---

## Memo

To: Board of Education  
From: Maria Gannon  
Date: January 14, 2026  
Re: FOIA Request #1

Sheri Reid  
Data Acquisition Specialist  
SmartProcure  
Direct: (561) 609-6759  
[sreid@smartprocure.com](mailto:sreid@smartprocure.com)

SmartProcure is submitting a commercial FOIA request to the Center Cass School District No. 66 for any and all purchasing records from 9/22/2025 to current. The request is limited to readily available records without physically copying, scanning or printing paper documents. Any editable electronic document is acceptable.

The specific information requested from your record keeping system is:

1. Purchase order number. If purchase orders are not used a comparable substitute is acceptable, i.e., invoice, encumbrance, or check number
2. Purchase date
3. Line item details (Detailed description of the purchase)
4. Line item quantity
5. Line item price
6. Vendor ID number, name, address, contact person and their email address

*The District complied with the request and produced the information.*