



Theisinger, Clayton &lt;theisingerc@pcschoools535.org&gt;

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## Records Request - Purchase Order Data - Putnam County CUSD 535

2 messages

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**edending@thedatabranch.com** <edending@thedatabranch.com>  
To: theisingerc@pcschoools535.org

Fri, Sep 5, 2025 at 5:59 PM

Dear Public Records Officer,

Pursuant to the Illinois Freedom of Information Act (5 ILCS 140)

The Data Branch is hereby submitting a public records request for purchasing data. Specifically, we request a spreadsheet or equivalent file containing all purchase orders issued between March 1, 2025, and the present.

### Scope of Request:

We are seeking all purchase orders issued by any and all departments, schools, divisions, or offices under your school district, including (but not limited to) general administration, curriculum and instruction, facilities and operations, food services, transportation, information technology, and finance/business office.

### If a centralized report is not available, we are happy to accept:

- School-level, department-level, or segmented purchasing data
- Any readily available reports
- Or records grouped by school or department, if that is how they are stored
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### Requested Details (if readily accessible):

- Purchase order number (or equivalent)
- Purchase date
- Vendor ID or name
- Department or issuing entity (if available)
- Line item description
- Quantity
- Unit price
- Total price

### Preferred Format & Delivery:

We understand systems vary and that a spreadsheet export from your ERP system is often the most accessible. However, we are happy to accept:

- Spreadsheet (preferred)
- PDF or Word documents
- Existing ERP reports
- Any general or summary-level purchasing records you already have on hand, even if they don't include all requested fields

### Commercial Nature & Flexibility:

This is a commercial request for research purposes. We are happy to comply with all relevant policies and to work with your office to narrow, clarify, or adjust the request in any way that makes it easier to fulfill.

### Contact Information:

My name is Eden Ding

Email: [edending@thedatabranch.com](mailto:edending@thedatabranch.com)

Phone: (302) 585-3132

Address: [1111B S Governors Ave STE 21033, Dover, DE 19904](#)

We appreciate your attention to this matter and look forward to your prompt response. Please confirm receipt of this request and provide an estimated date for the delivery of the requested records.

Thank you for your cooperation.

Sincerely,

The Data Branch Research Team

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**Theisinger, Clayton** <theisingerc@pcschoools535.org>  
To: edending@thedatabranch.com

Mon, Sep 8, 2025 at 7:54 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 September 5th, 2025 for:

all purchase orders issued by any and all departments, schools, divisions, or offices under your school district, including (but not limited to) general administration, curriculum and instruction, facilities and operations, food services, transportation, information technology, and finance/business office.

**If a centralized report is not available, we are happy to accept:**

- School-level, department-level, or segmented purchasing data
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**Requested Details (if readily accessible):**

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- Quantity
- Unit price
- Total price

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-*

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 **Purchase Report (March 2025 to Present).pdf**  
276K