



FOIA request- Woo Park

From Long, Erin F <elong@hcsdsc.org>

Date Thu 12/11/2025 2:37 PM

To foia@thedatabranch.com <foia@thedatabranch.com>

Good afternoon,

We received the FOIA request below. All information should be found in the [finance portion](#) of our website. If you need further assistance, please reach out.

The Data Branch is hereby submitting a commercial records request. We seek a spreadsheet containing all purchase orders from January 1, 2021, to present day. Requested Information: Spreadsheet containing all purchase orders from January 1, 2021, to present day. If easily accessible, please provide the following details for each purchase order: -Purchase order number or equivalent -Purchase date - Vendor ID or equivalent -Vendor name -Line item details -Line item quantity -Line item unit price -Line item total price Format & Delivery: We understand systems and formats may vary. These records generally live in your ERP, and a spreadsheet export of that may be easiest. We would appreciate it if you replied in this email thread if possible. However, if this is not possible, please feel free to send them in any format you prefer, including: -Spreadsheet (Preferred) -PDF -Word -Existing reports from your ERP - Any readily available, already existing records resembling purchasing records (even if missing some requested columns) Note on Commercial Nature & Scope: This request is for research and informational purposes. We recognize it as a commercial request and will comply with all relevant policies. We appreciate your time as well as your team and are happy to work with you to narrow or clarify the request if needed. Contact Information: Email: foia@thedatabranch.com Phone: (302) 585-3132 Address: 1111B S Governors Ave STE, Dover, DE 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

Erin Long

HCSD Director of Communication and Community Engagement

