

From: Colton Pierce <colton@databranchus.com>
Sent: Wednesday, July 1, 2026 5:37 PM
To: Melissa Bradford <MBradford@dps61.org>
Cc: delia.duro@thedatabranch.com
Subject: FOIA Request - Decatur SD 61 [Ref: Delia Duro]

The Data Branch is submitting a public records request for purchase order records. We are seeking a spreadsheet or equivalent file covering all purchase orders issued between January 1, 2023, and the present. Pursuant to the Illinois Freedom of Information Act (5 ILCS 140)

Scope of Request:

We are requesting all purchase orders issued between January 1, 2023, and the present, reflecting purchasing or procurement activity across all departments, divisions, and offices.

We understand a single, centralized report may not exist. In that case, we are happy to receive:

- Department-level or segmented purchasing data
- Any readily available reports
- Records grouped by department, if that is the structure used by your office

To the extent readily accessible, we are interested in records that include:

- 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

Where purchase orders are not used or retained, we are happy to scope this request down to the minimum set of records that captures spending and contract awards for the most recent 12–24 months, such as:

- PO register (PO #, date, vendor, description, fund/GL, amount)
- AP check register / payment ledger (vendor, invoice #, amount, date)
- P-Card transaction logs (cardholder, MCC/merchant, date, amount)
- Any other documents containing vendor names and prices

We are glad to accept records in whatever format your office finds easiest to produce, including:

- Spreadsheet exports (preferred)
- PDF or Word documents
- Standard ERP or finance system reports
- Any summary-level purchasing records already maintained by your office

If any part of the requested records is exempt, kindly redact only the exempt material and provide the remaining segregable portions.

This request *is* being made for commercial purposes. We are committed to complying with any applicable procedures Decatur SD 61 follows for public records requests, and we are happy to refine or scope down the request if that would make fulfillment more manageable.

Please direct all records to my colleague Delia Duro at:

Email: delia.duro@thedatabranch.com

Phone: (302) 585-3132

Address: 1111B S Governors Ave STE 21033, Dover, DE 19904

Thank you for your time and assistance with this request. If it has been misdirected, kindly forward it to the appropriate records custodian or let us know where it should be sent. We appreciate your cooperation.

Thank you,
Colton Pierce
The Data Branch