

Pleasantdale Elementary School
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La Grange, IL 60525
708.246.4700 Fax: 708.246.4625



Pleasantdale Middle School
7450 S. Wolf Road
Burr Ridge, IL 60527
708.246.3210 Fax: 708.352.0092

Pleasantdale School District 107 | 7450 S. Wolf Road | Burr Ridge, IL 60527 | 708.784.2171 | Fax: 708.246.0161 | www.d107.org

September 10, 2026

VIA ELECTRONIC MAIL

Gavin Sanchez
gavin@databranchusa.com

Re: Freedom of Information Act Request

Dear Gavin Sanchez,

The School District received your request for records pursuant to the Freedom of Information Act (the "Act") on July 1, 2026. Please treat this correspondence at the response to your request.

You requested the following:

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.

Fields of interest (where readily available):

- *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*

If purchase orders are not maintained, we are willing to narrow this request to the smallest set of records that reconstructs spending and contract awards over the most recent 12–24 months. This could include:

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

We are flexible on format and can accept records in whichever way your office already keeps them, such as:

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

To the extent any portion of the requested records is exempt from disclosure, we ask that the remaining non-exempt segregable portions be released.

For full transparency, this request is for commercial purposes. We will gladly adhere to any policies or procedures Pleasantdale SD 107 has in place for public records requests, and are open to narrowing, clarifying, or modifying the request to make fulfillment easier on your end.

Please send all records to my colleague Laurie Teague at the following:

Email: laurie.teague@thedatabranch.com

Phone: [\(302\) 585-3132](tel:(302)585-3132)

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

Thank you in advance for your time and attention. If this request has reached the wrong agency or department, please let us know or forward it to the appropriate records custodian. We appreciate your cooperation.

With thanks,

Gavin Sanchez

The Data Branch Research Team

Response:

Please see the records attached to this response.

Respectfully,
Griffin Sonntag
Pleasantdale School District 107 FOIA Officer