

From: **Genevieve Harper** <genevieve@databranchus.com>
Date: Thu, Oct 1, 2026 at 7:03 AM
Subject: FOIA Request - Meridian Community Unit School District No. 223
To: mplourde@mail.meridian223.org <mplourde@mail.meridian223.org>

Hello,

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 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 used or kept, we are happy to narrow down the request to the smallest set of files that reconstructs spending and contract awards for the most recent 12-24 months, such as:

- PO register (fields: 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)
- Or, if none of the above are available, any documents that include vendor names and 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

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

For full transparency, this request *is* for commercial purposes. We will gladly adhere to any policies or procedures Meridian Community Unit School District No. 223 has in place for public records requests, and are open to narrowing, clarifying, or modifying the request to make fulfillment easier on your end.

Records may be sent directly to Genevieve Harper at the following:

Email: genevieve@databranchus.com

Phone: (302) 585-3132

Address: [2810 N Church St STE 89774, Wilmington, DE 19802](#)

We appreciate your attention to this matter and look forward to your prompt response. If this request has been directed to the wrong agency or department, kindly advise or forward it to the appropriate custodian. Thank you for your cooperation.

Sincerely,

Genevieve Harper

The Data Branch