



Andrea Garcia <agarcia@norridge80.net>

FOIA Request - Norridge SD 80 [Ref: Lambert Beauvais]

Parker Townsend <parker@databranchus.com>

Sun, Jul 5, 2026 at 6:16 PM

Reply-To: parker@databranchus.com

To: "agarcia@norridge80.net" <agarcia@norridge80.net>

Cc: "lambert.beauvais@thedatabranch.com" <lambert.beauvais@thedatabranch.com>

Hello,

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 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 the above date, and the present, reflecting purchasing or procurement activity across all departments, divisions, and offices.

If purchasing records are not maintained centrally, we will gladly accept:

- Department-level or segmented purchasing data
- Any readily available reports
- Records grouped by department, where applicable

Where available, the following fields would be helpful:

- Purchase order number (or equivalent)
- Purchase date
- Vendor ID or name
- Department or issuing entity
- 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

If portions of the responsive records fall under an exemption, please withhold only those portions and produce the rest.

This request is being made for commercial purposes. We are committed to complying with any applicable procedures Norridge SD 80 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 Lambert Beauvais at:

Email: lambert.beauvais@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.

Sincerely,

Parker Townsend

The Data Branch