



Andrea Garcia <agarcia@norridge80.net>

FOIA Request - Norridge School District No. 80

Madeline Porter <madeline@databranchusa.com>
Reply-To: madeline@databranchusa.com
To: "agarcia@norridge80.net" <agarcia@norridge80.net>

Thu, Oct 1, 2026 at 7:18 AM

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 reflecting purchasing or procurement activity across all departments, divisions, and offices.

If your office does not maintain a centralized report, we are glad to accept:

- Department-level or segmented purchasing data
- Any readily available reports
- Records grouped by department, if that is how they are stored

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 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 portions of the requested records are exempt from disclosure, please provide all segregable non-exempt portions.

This request is for commercial purposes. We are happy to comply with all applicable policies and procedures Norridge School District No. 80 has in place to handle FOIA requests, and are willing to narrow down, clarify, or adjust the request to make fulfillment easier for your office.

Please send responsive records by replying to this email or to Madeline Porter at the following:

Email: madeline@databranchusa.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,

Madeline Porter

The Data Branch Research Team

Where these records go: The Data Branch is building a national reference for public purchasing to help agencies compare vendor pricing and purchasing activity. Learn more at thedatabranch.com/app, try it out at thedatabranch.app, and feel free to share it with your team so they can benefit from the app as well.

A simpler option: Send your complete purchase order list, payment register, or vendor list to contribute@thedatabranch.com. We will handle the matching and update this request accordingly.

Questions or feedback: Contact support@thedatabranch.com for help with our requests or the app. Our team reviews this inbox daily.