



Sherri Lunny &lt;slunny@ahsd125.org&gt;

**Fwd: Records Request - Purchase Order Data - Atwood Heights SD 125**

1 message

Lisa Cole <lcole@ahsd125.org>  
To: Sherri Lunny <slunny@ahsd125.org>

Mon, Apr 14, 2025 at 8:31 PM

----- Forwarded message -----

From: &lt;areynolds@thedatabranch.com&gt;

Date: Mon, Apr 14, 2025 at 6:31 PM

Subject: Records Request - Purchase Order Data - Atwood Heights SD 125

To: &lt;lcole@ahsd125.org&gt;

Dear Public Records Officer,

Pursuant to the Illinois Freedom of Information Act (5 ILCS 140)

The Data Branch is hereby submitting a commercial records request. We seek a spreadsheet containing all purchase orders from January 1, 2020, to present day.

**Requested Information:**

Spreadsheet containing all purchase orders from January 1, 2020, to present day. If easily accessible, please provide the following details for each purchase order:

- Purchase order number or equivalent
- Purchase date
- Vendor ID or equivalent
- Vendor name
- Line item details
- Line item quantity
- Line item unit price
- Line item total price

**Format & Delivery:**

We understand systems and formats may vary. These records generally live in your ERP, and a spreadsheet export of that may be easiest. We would appreciate it if you replied in this email thread if possible. However, if this is not possible, please feel free to send them in any format you prefer, including:

- Spreadsheet (Preferred)
- PDF
- Word
- Any readily available, already existing records resembling purchasing records (even if missing some requested columns)

**Note on Commercial Nature & Scope:**

This request is for research and informational purposes. We recognize it as a commercial request and will comply with all relevant policies. We appreciate your time as well as your team and are happy to work with you to narrow or clarify the request if needed.

**Contact Information:**

My name is Amber Reynolds

Email: areynolds@thedatabranch.com

Phone: (302) 585-3132

4/15/25, 8:20 AM

Atwood Heights School District 125 Mail - Fwd: Records Request - Purchase Order Data - Atwood Heights SD 125

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

We appreciate your attention to this matter and look forward to your prompt response. Please confirm receipt of this request and provide an estimated date for the delivery of the requested records.

Thank you for your cooperation.

Sincerely,

The Data Branch Research Team