



Andrea Garcia <agarcia@norridge80.net>

Public Records Request – Purchasing & Contract Approval Policy Thresholds

CT Mills <outreach@educatorsupportnetwork.org>
To: agarcia@norridge80.net

Tue, Feb 3, 2026 at 9:57 PM

Public Records Request – Purchasing / Contracting Approval Thresholds

Dear **FOIA Officer**,

Pursuant to the **Illinois Freedom of Information Act (FOIA) – 5 ILCS 140/1 et seq.**, I am requesting copies of any **existing records** that describe purchasing or contracting approval authority within your School District.

Specifically, please provide records, policies, schedules, or tables that identify:

- Dollar thresholds requiring approval by school administrators (e.g., principals)
- Dollar thresholds requiring approval by central office staff or department leadership
- Dollar thresholds requiring approval by the superintendent or designee
- Dollar thresholds requiring approval by the board of education

If approval thresholds differ by category (for example, instructional materials, instructional technology, software, professional services, or consulting), please include records reflecting those distinctions.

Please note: I am not requesting the creation of any new records. This request is limited to **existing records only**. If no such records exist, please confirm that in writing.

If any of the requested records are already publicly available, a **link** or **citation** to their location would be sufficient.

This request is being made for non-commercial purposes.

Thank you for your time and assistance.

Sincerely,

Chris Miller
Public Info Access LLC
984-303-8215