

cityclerk@cityofmarseilles.com

From: Justin Wenig
Sent: Tuesday, January 27, 2026 3:29 AM
To: cityclerk@cityofmarseilles.com
Subject: FOIA Request: Purchase Data
Attachments: FOIA.docx-1_signed.pdf

Dear FOIA Officer,

Pursuant to the Illinois Freedom of Information Act (5 ILCS 140/1 et seq.), I am requesting access to and copies of the following public records possessed by City of Marseilles:

All purchase orders and/or payment records for non-person/vendor entities, such as companies, organizations, or contractors from January 1, 2025 to current date. Records should include, at minimum:

- Purchase date
- Vendor name
- Line item description
- Line item quantity
- Line item Amount

If vendor names are coded in the file, please provide a vendor list with corresponding codes.

Examples of relevant reports/records may include: check registers, procurement reports, standard PO detail reports, warrant/claims reports, and purchase order history reports, among others.

This request excludes any purchase orders or payments issued to staff, employees, or individuals for payroll, reimbursements, stipends, or other personnel-related expenses.

I am requesting existing, already maintained electronic records (without copying, scanning, or printing).

If this request was misrouted, please forward to the correct contact person and reply to this communication with the appropriate contact information.

Should this request be denied wholly or partially, please provide a detailed justification for each decision, citing specific exemptions. Additionally, I request that all segregable portions of otherwise exempt material be provided.

Should you need further information or clarification to expedite this request, do not hesitate to reach out.

Thank you for your attention and cooperation. I look forward to your prompt response within the statutory period.

Sincerely,
Justin Wenig