

# RIVERVIEW GARDENS

## SCHOOL DISTRICT

*Joylynn Pruitt-Adams, Ed.D.*  
*Superintendent of Schools*

*Lavon Singleton, Ed.D.,*  
*Chief Financial Officer*

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### MISSION

*The Riverview Gardens School District, along with families and the community, nurtures academic excellence in all students, preparing them to be college and career ready in an ever-changing society.*

### VISION

*The Riverview Gardens School District creates a community of learners equipped to be competitors in a global society and leaders demonstrating social and civic responsibility.*

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*Special Administrative Board*

*Veronica Morron-Reel*  
*President, Master C.B.M.*

*Reggie Jones*  
*Vice-President, C.B.M.*

*Mary Oswald*  
*Treasurer, C.B.M.*

*Niketia Coleman, Ed.D.*  
*Member*

*Wanda Lane*  
*Member*

*Tommie Harsley, III*  
*Member*

*Shanon Holt*  
*Member*

To comply with state and federal regulations, the following purchasing deadlines have been established for FY2022-2023:

March 6, 2023	All items requiring SAB approval must be posted to BoardDocs to facilitate SAB discussion at the March 14, 2023 meeting and approval at the March 28, 2023 meeting
March 31, 2023	Final day to enter requisitions using General Operating Budget (GOB)
March 31, 2023	Final day to enter material, supplies, or equipment requisitions using Federal Budget (grant)
June 5, 2023	Final day to post Receivers in the accounting system
June 5, 2023	Final day to submit invoices to the Finance/Business Office for FY2022-2023 funding

As you determine remaining needs for the current fiscal year, please remember these guidelines:

- Expenditures must be reasonable and necessary for the current fiscal year
- All purchasing policies must be followed
- Failure to adequately plan does not constitute an emergency purchase

The Finance Office personnel are available to assist as you plan for the end of this school year and the beginning of the next. Please contact the Finance Office to allow us to help you reach the District education goals.

**Please plan ahead. The Finance Department can help you commit your available funds prior to the year-end cutoff for events after March 31, 2023. Contact us and we will work with you to avoid violating the necessary internal financial controls.**