

*Tanya Patton, Ed.D.,  
Superintendent*

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Chief Financial Officer*

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**MISSION**

*Collaboratively educate and empower our scholars to thrive in challenging environments*

**VISION**

*RGSD will be a district where: There are high expectations for all.*

*There will be healthy, loving, empathetic and kind relationships.*

*Students are at the center of our decisions.*

*Supports are provided so students become grade-level ready.*

*There is transparency, accountability, timely, clear communication, and high levels of customer service.*

*All stakeholders have a voice. There is a focus on college and career readiness.*

**Board of Education**

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*Monica Williams,  
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**Secretary**

*Sha S. Fields,  
Coordinator of Board  
Governance/Custodian of Record*

# RIVERVIEW GARDENS

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## SCHOOL DISTRICT

To comply with state and federal regulations, the following purchasing deadlines have been established for FY2024-2025:

**Budget Workshop Day: January 31 2025**

March 4, 2025	All items requiring SAB approval must be posted to BoardDocs to facilitate SAB discussion at the March 11, 2025 meeting and approval at the April 08, 2025 meeting
March 28, 2025	Final day to enter requisitions using General Operating Budget (GOB) <b>NO EXCEPTIONS</b>
March 28, 2025	Final day to enter material, supplies, or equipment requisitions using Federal Budget (grant)
June 3, 2025	Final day to post Receivers in the Accounting System
June 3, 2025	Final day to submit invoices to the Finance/Business Office for FY2024-2025 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 28, 2025. Contact us and we will work with you to avoid violating the necessary internal financial controls.**