

RIVERVIEW GARDENS

SCHOOL DISTRICT

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

Dr. 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.

Special Administrative Board

Veronica Morrow-Reel
President, Master C.B.M.

Niketia Coleman, Ed.D.
Vice-President, C.B.M.

Wanda Lane, Treasurer,
C.B.M.

Tommie Harsley, III, Director,
C.B.M.

Miranda Avant-Elliott, Ed.D.,
Director, C.B.M.

Jacqueline Jackson, Director

Sharon Titsworth, Director

Mary Oswald, ex officio, C.B.M.

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

To comply with state and federal regulations, the following purchasing deadlines have been established for FY2023-2024:

Budget Workshop Day: January 31 2024

March 4, 2024	All items requiring SAB approval must be posted to BoardDocs to facilitate SAB discussion at the March 12, 2024 meeting and approval at the April 09, 2024 meeting
March 29, 2024	Final day to enter requisitions using General Operating Budget (GOB) NO EXCEPTIONS
March 29, 2024	Final day to enter material, supplies, or equipment requisitions using Federal Budget (grant)
June 3, 2024	Final day to post Receivers in the Accounting System
June 3, 2024	Final day to submit invoices to the Finance/Business Office for FY2023-2024 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 29, 2024. Contact us and we will work with you to avoid violating the necessary internal financial controls.