

RIVERVIEW GARDENS

SCHOOL DISTRICT

Scott Spurgeon,
*Ed.D.,
Superintendent*

Lavon Singleton,
*Ed.D
Chief Financial
Officer*

*1370 Northumberland Drive
St. Louis, MO 63137 Office*

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

*Lynn Beckwith, Jr., Ed.D.
Chair, C.B.M.*

*Veronica Morrow-Reel Vice-
Chair, Advanced C.B.M.*

Mary F. Oswald.

To comply with state and federal regulations, the following purchasing deadlines have been established for FY2021-2022:

March 2, 2022	All items requiring SAB approval must be posted to BoardDocs to facilitate SAB discussion at the March 8, 2022 meeting and approval at the March 29, 2022 meeting
March 31, 2022	Final day to enter requisitions using General Operating Budget (GOB)
March 31, 2022	Final day to enter material, supplies, or equipment requisitions using Federal Budget (grant)
May 15, 2022	Final day to post Receivers in the Accounting System
May 15, 2022	Final day to submit invoices to the Finance/Business Office for FY2021-2022 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, 2022. Contact us and we will work with you to avoid violating the necessary internal financial controls.