



BAINBRIDGE-GUILFORD CENTRAL SCHOOL DISTRICT

18 JULIAND STREET — BAINBRIDGE, NEW YORK 13733-1097

Jr.-Sr. High School
(607) 967-6300

Telefax (607) 967-4231

Guilford Elementary School
(607) 895-6700

Administrative Offices
(607) 967-6321

Business Offices
(607) 967-6335

Greenlawn Elementary School
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Janice Rideout
School Business Manager
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CORRECTIVE ACTION PLAN JUNE 30, 2023

Condition:

Lack of Required Quotes – The School District’s procurement policy requires purchases between \$2,000 - \$9,999 to have three documented verbal quotes. Auditor noted that 1 out of 22 contractual expenses selected did not have the required quotes per the School District’s policy but appeared to be an isolated incident.

Corrective Action Plan:

District will provide the school district’s procurement policy to all staff involved in the purchasing process to ensure staff are aware of the procurement guidelines on an annual basis. Additionally, Business Office staff involved in the processing of purchase orders will monitor all documentation to ensure the required bids or quotes are provided as outlined in the procurement policy or that documentation provides the reasoning for any departures from the policy prior to the issuance of a purchase order.

Anticipated Completion Date:

Prior to the end of fiscal year 2023-2024.

Contact Information

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Bainbridge, NY 13733

1/2/2024

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