



**BEACON CITY SCHOOL DISTRICT
ADMINISTRATIVE OFFICES**

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Corrective Action Plan for Internal Audit Report of Purchasing Policies, Procedures & Practices

Recommendations:

1. The district is in the process of finalizing the Purchasing regulation. This regulation includes a section detailing the procedures and documentation needed when competitive bidding is not required. The district is incorporating the example of thresholds for purchases and contracts not subject to competitive bidding in the purchasing regulation. We will attach all written and verbal quote information and any RFP information to the purchase requisition section of the accounting software so all relevant information can be reviewed when reviewing a purchase order. The final purchasing regulation will be shared with all purchase requisitioners.
2. The district will include the review of the purchasing policy 6700 at a policy committee meeting in June and document that review at the annual organizational meeting in July. The current policy has been reviewed and updated.
3. The district will create a template form for requisitioners to us when soliciting bids/quotes for purchases not subject to competitive bidding and will also include this as an attachment to the purchase requisition in the accounting software.
4. The District will do a full review of vendors used by all requisitioners to ensure that all vendors, except for actual sole source vendors, are subject to the new thresholds that are included in the purchasing regulation.
5. Our accounting staff will run a vendor report on a quarterly basis and ensure that purchases to a certain vendor does not exceed the purchasing policy. This review will allow us to see what all departments are ordering and can alert them if certain vendors are exceeding the thresholds.
6. The district currently distributes a Conflict of Interest form each year to our board members only. We will obtain a sample form from our external auditors that can be used by all employees that have the ability to approve and generate a purchase order to ensure that there is no conflict of interest.
7. The accounting staff will also run an open purchase order report on a quarterly basis to ensure that there are no overlapping purchase orders so the district will avoid exceeding the purchasing thresholds detailed in the purchasing regulation.