

**State of New York Office of the State Comptroller**  
**Audit of the Claims Audit Process for the Period of July 1, 2014 – March 31, 2016**  
**Audit 2016M-290 - Corrective Action Plan**

Syracuse City School District

October 21, 2016

Number	Recommendation	Responsible / Due Date	Corrective Action
<b>1</b>	<p>District officials should ensure the purchasing officer generates and approves purchase orders prior to the District ordering goods and services that require purchase orders.</p>	<p>Suzanne Slack, Chief Financial Officer, Syracuse CSD</p> <p>Andrew Trombley, Director, Onondaga County Division of Purchase</p> <p>Due Dates:</p> <p>Immediate implementation of training and vendor notification initiatives.</p> <p>Review of centralization by 6/30/17.</p>	<p>The District will enhance the training provided to staff members on required procurement procedures to increase awareness and understanding of the required procedures including:</p> <ol style="list-style-type: none"> <li>1. Procurement training for new staff members who have the authority to enter or approve requisitions and purchase orders.</li> <li>2. Incorporate procurement training into staff development sessions for continuing staff members at all levels.</li> </ol> <p>The District will monitor payments made to vendors for instances where proper procurement procedures were not followed and provide individualized training to applicable staff members to ensure compliance with proper procedures going forward.</p> <p>The County will notify any vendor that supplies goods or services to the District without a properly authorized purchase order that a signed purchase order from the District is required for all goods and services prior to fulfilling orders.</p> <p>The terms and conditions on purchase orders will be updated to include the requirement to have a signed purchase order from the District for all goods and services prior to fulfilling orders.</p> <p>The District and County have also identified the decentralized requisitioning model as a possible driver for this finding and will investigate the feasibility of converting to a centralized requisition entry model.</p>