

DR. ROBERT RICCI  
SUPERINTENDENT



VINCENT A. CIANCI, JR.  
MAYOR

## SCHOOL DEPARTMENT

Office of Superintendent

March 1, 1984

Mrs. Rose Mendonca  
City Clerk  
Providence City Hall  
Providence, R. I. 02903

Dear Mrs. Mendonca:

This letter is in reference to City Council Resolution # 104 dated February 13, 1984 in connection with management techniques used to effect savings.

On December 1, 1983 a memorandum was sent to each school and division setting a December 15th deadline for the submission of requisitions. The requisitions referred to include all supplies and services. No programs are exempt other than Federal Programs which have specific time lines and do not include local funds.

Any requisition submitted after December 15th must be of an emergency nature and cleared through the Superintendent of Schools via the respective assistant superintendents.

This procedure has been in practice for the past several years and has proved successful to direct school funds to priority school needs.

Sincerely,

Robert Ricci  
Superintendent

RR:ecm  
CC: Mr. Vincent McWilliams

IN CITY COUNCIL

MAR 15 1984

READ  
WHEREUPON IT IS ORDERED THAT  
THE SAME BE RECEIVED.

CLERK

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