

Ralph J. Bunch Academy

Internal Policies and Procedures

Purchasing Practices

Ralph J Bunch Academy (RJBA) will provide for the fair and equitable treatment of all persons involved in public procurement, to maximize the purchasing value of public funds and to provide safeguards for maintaining a procurement system of quality and integrity. All purchases that expend public money fall under the definition of purchase from public funds and are subject to Chapter 13 Pamphlet 29 NMSA 1978 entitled "Public Purchases and Property" which includes the Procurement Code, Public Works Contracts and other pertinent legislation.

It is understood that grants are not exempt from public purchasing statutes and all applicable state and federal requirements.

Ralph J Bunch Academy will purchase, rent, lease or otherwise acquire all items of tangible personal property, services or construction. All purchases will be strictly in accordance with the laws of the State of New Mexico, federal law, and Albuquerque Public School District regulations.

All procurements for tangible property or services shall be within the budget approved by the Board of Directors of RJBA and shall be reviewed and approved by the Principal or his/her designee prior to their placement. Procurements will be by means of standard purchase orders. The Board reserves the right to review, approve, or reject any procurement decision.

The purchase, of any tangible personal property or construction that will exceed \$10,000 must be formally bid and may not be artificially divided to circumvent this requirement. Exceptions such as patented or copyrighted products, use of existing contracts, or certain statutory exemptions may apply. Freight, installation, rigging, tax, etc. are considered to be part of the cost of the product.

The purchase, rental and lease of any tangible personal property or construction that will fall between \$2,000 and \$9,999.99 are required by policy to obtain three quotes. These may be written, faxed or telephoned. Documentation including but not limited to the date, time, company, price, person quoting, model number etc., freight charges, must be furnished to the Principal who may recommend or contact additional sources. Purchases that are less than \$2,000 must be made at the best obtainable price. Quotes are at the option of the user.

Professional services that will exceed \$20,000 must also be formally bid.

Signatory Authority for Contractual Agreements

The Ralph J Bunch Academy Board of Directors and Principal will determine individuals with Signatory Authority for Ralph J Bunch Academy. However, in no instance shall the party initiating the purchase be the same party who acknowledges receipt of that good or service. Nor shall the party acknowledging or recording receipt be the same party who authorizes payment to the provider of that good or service. This separation of accountabilities shall be enforced to protect Ralph J Bunch Academy, in some measure, from any fraudulent use of procurement.

It is expected that any employee of Ralph J Bunch Academy shall have the right to request purchase documents that will then be created by the contract provider of financial services with the approval of the Principal. The Principal or his/her designee must approve employee's purchases, and by extension purchases by the Principal must be approved by the Board of Director's. Purchases by the Board of Directors would require approval (signified by a public vote) and signature of more than one representative of the Board.

Disbursements Process

Disbursements shall be made as defined and scheduled by the Ralph J Bunch Academy Board of Directors. In no instance shall the party initiating a request for disbursement be the same party who approves that disbursement. Nor shall the party approving the disbursement be the same party who distributes the payment. This separation of accountabilities shall be enforced to protect Ralph J Bunch Academy from any fraudulent disbursement of monies.

Payroll Procedures

The Ralph J Bunch Academy Board of Directors will determine the policy for and payment schedule for all payroll payments. Ralph J Bunch Academy payroll payments will be made in the manner defined in Ralph J Bunch Academy policy in accordance with the appropriate separation of duties and approval of payroll time records to ensure that employees of Ralph J Bunch Academy are paid in a timely manor.

Pay Period Time Records

Time records will be maintained for all Ralph J Bunch Academy employees.

Non-Payroll Disbursements

Ralph J Bunch Academy shall be responsible for paying all approved and authorized bills.

Property Management

Management of Ralph J Bunch Academy property includes ensuring its proper allocation, control, care, use, and safeguarding. Responsibility for managing Ralph J Bunch Academy property is the obligation of all Ralph J Bunch Academy personnel. These responsibilities include pecuniary liability for loss, damage, or destruction of property resulting from mismanagement, or unauthorized use. Ralph J Bunche Academy personnel responsible for managing property may be relieved of their duties if an unsatisfactory

condition is found that is attributable to mismanagement, inefficiency, or other causes within their control. Ralph J Bunche Academy personnel must ensure that equipment is protected, conserved, and maintained. Property issued to individuals does not become private property, but remains Ralph J Bunch Academy property.

Ralph J Bunch Academy property or equipment will be managed in compliance with NMSA 6-20-2:

1. All property will be properly and accurately recorded at the time of acquisition and those records maintained. Ralph J Bunch Academy Board of Directors has determined that all Ralph J Bunch Academy property defined as any land, buildings, improvements other than buildings, equipment, machinery, construction work in progress, and capital leased assets with a cost of \$1000 or more ... and applies to all assets purchased regardless of funding source.”
2. All property will be inventoried periodically to verify the accuracy of records.
3. All property will be adequately safeguarded and protected to avoid and/or minimize the potential for loss.
4. Any re-location of property shall be noted and kept with the property records.
5. All property will be used economically, and for the intended purpose.
6. All property will be inspected upon arrival and periodically to ensure it is in good working order.

Real Property Acquisition

The purpose of the directive is to establish administrative procedures for the acquisition of real property either by purchase, exchange, donation, lease, or other means.

- This administrative procedure applies to all real property acquired by the Board of Directors acquired for project, administrative or operational purposes.
- Real property is defined as the interests, benefits and rights inherent in the ownership of real property. This includes land, permanent buildings and fixtures, site improvements, water rights, access rights, rights of way and leases.

Real Property Disposition

Ralph J Bunch Academy will conform to statutes and regulations of the State of New Mexico and Albuquerque Public School District when leasing, selling, or otherwise disposing of real property belonging to Ralph J Bunch Academy.

Audit of Inventory Records

A Ralph J Bunch Academy equipment inventory will be kept and will be available for audit at all times.

Grant Applications and Awards

All Ralph J Bunch Academy grant applications will comply with the policy established by the Ralph J Bunch Academy Board of Directors

After approval by the granting agency, Ralph J Bunch Academy will comply with the Albuquerque Public School District requirements.

Financial/Business Operations

Ralph J Bunch Academy will operate in accordance with state and Albuquerque Public School District laws pertaining to fiscal solvency and responsibility. This will include but not be limited to establishing a control system pursuant to NM State laws and the Albuquerque Public School District.

Cash Management Practices

Appropriate cash management practices will be developed and used to ensure that all Ralph J Bunch Academy monies are adequately protected against loss or theft. These practices shall include but are not limited to:

Monthly reconciliations of all cash accounts, including bank accounts shall be the responsibility of the Business Manager in collaboration with the contract provider of business services and will be approved by the Principal or his/her designee. Periodic internal audits shall be made on all cash accounts. Frequency of these audits to be not less than twice each year.

Separation of accountabilities and duties to ensure fiscal control as described in Sections on 'Contracting Practices', 'Disbursements Process', 'Property Management', etc. – the basis of this practice shall be to protect Ralph J Bunch Academy from potential for fraud by requiring that no person shall initiate and approve the same transaction in any circumstance.

Use of Other Ralph J Bunch Academy Resources

All Ralph J Bunch Academy resources recognized to be state or city funded require practices that meet the both the letter and intent of the anti-donation clause of the NM Constitution. No monies should be expended inappropriately; e.g., buying donuts for a staff meeting, requesting reimbursement for personal expenditures, etc. No company assets should be used to enrich or aid any party. As such, Ralph J Bunch Academy policies governing use of financial and other assets shall scrupulously embrace this stewardship accountability.

Financial Record Retention Schedule

All financial records will be retained for a minimum of seven years and will meet Albuquerque Public School District policies and requirements.