

# ALAMOGORDO PUBLIC SCHOOLS

## Employee Agreement to Make Purchases with District Funds, Collect Money, or Fundraise on behalf of the District or Students

### Purchasing

Per Board Policy D-2750 DJE Bidding/Purchasing Procedures: An agreement that is made by any APS employee who lacks the authority to enter into the agreement on behalf of APS shall not be binding upon APS. Any contract entered into by an APS employee outside the provisions of this policy shall be of no effect and void. Any APS employee who purchases or causes to be purchased goods or services outside the provisions of this policy and its implementing regulations may be deemed personally liable for the cost thereof and may be subject to appropriate disciplinary action up to and including termination.

I understand this Board Policy and agree to the following:

- I am not to make any purchase on behalf of the Alamogordo Public School District (APS) without first having a signed, approved purchase order.
- Anything other than a signed, approved purchase order, such as a requisition or professional leave form, is not adequate approval to proceed with a purchase, to make reservations, or to make any other financial commitment on behalf of the District.
- If I make any purchase without the proper signed, approved purchase order, I will be personally liable for the purchase.
- I am only to make purchases as listed on the purchase order and only in the amount authorized.
- I am only authorized to make a one-time purchase with any purchase order.
- I am not to make a second charge on a purchase order regardless of the circumstance.
- If I violate any of the above policies or procedures, I understand that I will be personally liable for any purchases or financial commitments that I have made.

### Collecting, Receipting, and Depositing Money

Per Board Policy D-3300 DM Cash in School Buildings: Monies collected by school employees shall be handled in accordance with prudent business procedures. All monies collected shall be receipted, accounted for, and directed without delay to the proper location of deposit.

The only funds remaining in any individual building shall be the school/department change fund. All cash funds shall be kept in a secured area. All funds collected from fund raisers, fines, etc. shall be deposited within 24-hours of the date funds are turned in and receipted. No funds, other than change funds, shall be left in the building over the weekend and/or holidays. If change for special events is needed, arrangements can be made to pick up, use, and re-deposit upon completion of the event.

Reference: New Mexico Administrative Code (NMAC) 6.20.2.14 CASH CONTROL STANDARDS

I understand this Board Policy and agree to the following:

- All money received either by me or the people/students that I am sponsoring, must be verified by giving a written receipt to the person(s) giving money.
- If I am unable to write an individual receipt, then I will utilize a tally sheet, order form, or some other process that can be signed or initialed by the person giving me money.
- All money received must be verified and under the control of at least two people at all times.
- All money must be turned in to the designated person daily and deposited within 24 hours of first being received.
- Under no circumstances am I to leave money in my office or classroom or take money home.
- If I violate Board Policy or any State or Federal laws regarding the collecting, receipting, or depositing of money, that I may be subject to disciplinary action up to and including termination.
- Any misappropriation of funds can lead to a criminal investigation.

Please reference the following documents on the APS website at <http://www.aps4kids.org> under the Business & Finance Department:

- Purchase Order Procedure Flowchart
- Employee Travel Reimbursement Flowchart
- Professional Leave Request Form
- Travel Reimbursement Request Form Out-of-District
- Board Policy DJE Bidding/Purchasing Procedures
- Board Policy DK Payment Procedures
- Board Policy DKC Expense Authorization/Reimbursement
- Board Policy D-3300 DM Cash in School Buildings
- Cash Control Procedures
- NMAC 6.20.2.14 Cash Control Standards

I understand that I will not be allowed to make purchases, collect money, or do any fundraising on behalf of the District unless I have signed this agreement.

Employee's Name \_\_\_\_\_ Date \_\_\_\_\_

Employee's Signature \_\_\_\_\_

Supervisor's Name \_\_\_\_\_ Date \_\_\_\_\_

Supervisor's Signature \_\_\_\_\_

School Site or Location: \_\_\_\_\_

Original: Keep at Site

Copy to: Employee

Copy to: Business & Finance Office