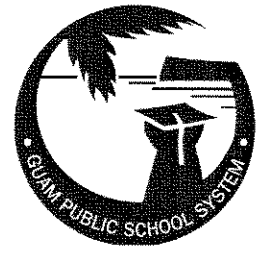




**GUAM PUBLIC SCHOOL SYSTEM  
OFFICE OF THE SUPERINTENDENT**

P.O. Box DE  
Hagåtña, Guam 96932  
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**Corina Y. Paulino**  
Interim Superintendent of Education

MEMORANDUM

May 01, 2008

To: Interim Superintendent of Education  
From: Program Coordinator, C&I Division  
Subject: Aluminum Recycling SOP

*forward -cc: to  
All schools  
Assoc Elem + Secondary  
gpb*

Buenas yan Hafa Adai!

Attached is the final draft for the Aluminum Recycling Program in GPSS schools SOP.

Included are the following parties for acknowledgement signatures and approval.

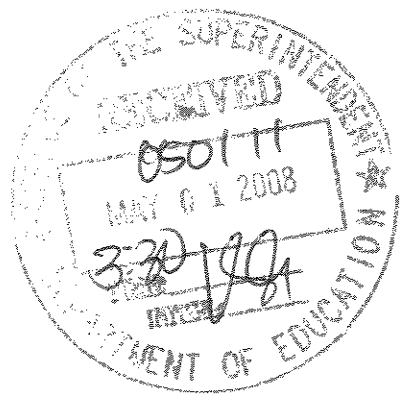
Note, GPSS Auditor in Charge has no approval or disapproval due to it wouldn't be correct due to his office would be the internal controlling entity.

- Associate Superintendent Secondary - Mr. Kenneth P. Chargualaf
- Acting Associate Superintendent Elementary - Mrs. Evangeline Q. San Nicolas
- GPSS Controller, Business Office - Mrs. Frances T. Danieli
- GPSS Auditor in Charge - Mr. Lester Kuykendall

Submitted for your review and or disposition.

Put Respetu,

*Carl J. Blas*  
Carl J. Blas





CORINA Y. PAULINO  
Interim Superintendent of Education

## GUAM PUBLIC SCHOOL SYSTEM Office of the Superintendent

Manuel F.L. Guerrero/ Administration Building  
312 Aspinall Avenue  
P.O. Box DE  
Hagatna, Guam 96910  
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Fax: (671) 472-5003



### STANDARD OPERATING PROCEDURES

SOP#: \_\_\_\_\_

**SUBJECT:** Aluminum Recycling Program

**EFFECTIVE DATE:**

**INQUIRIES:** Office of the Internal Auditor

**I. REFERENCES:**

- a. Board Policy 715, Management of Non-Appropriated Student Activities Funds.
- b. Memorandum of Understanding between GPSS and Guam Business Partners for Recycling Regarding Public Private Partnership for Aluminum Recycling in the Schools, dated September 19, 2007.
- c. Guam Public School System Non-Appropriate Funds Procedural Handbook.

**II. APPLICABILITY:** Guam Public Schools participating in the recycling of aluminum cans.

**III. PURPOSE:** To establish policies and procedures for the implementation of the Aluminum Recycling Program in GPSS Public Schools.

**IV. GENERAL:** School program where schools earn money from the sales of recycling aluminum cans, in addition to environmental awareness and education.

**VII. POLICIES:**

- a. Monies from the Aluminum Recycling Program shall be considered "Campus Activities Funds" as described in Board Policy 715.
- b. All monies will be given to each school by the Guam Business Partners for Recycling (GBPR) to be deposited directly to the treasury of each school's Non-Appropriated Student Activities Funds.
- c. The expenditures of monies generated from the sale of aluminum cans shall be determined by the School Money Committee.
- d. All expenditure activities will adhere and comply with established policies and procedural guide relative to the administration of non-appropriated funds.

**VIII. PROCEDURES:**

- a. The Guam Business Partners for Recycling (GBPR) will give a check of all monies from the sales of collected aluminum cans to participating school.
- b. School will deposit all monies from the sales of collected aluminum cans directly to the treasury of each school's Non-Appropriated Student Activities Funds.
- c. School will adhere to Board Policy 715 for the expenditure of monies collected from the sales of aluminum cans.

**IX. RESPONSIBILITIES:**

- a. School Administrator: Responsible of funds generated from the sales of aluminum cans and the expenditures of monies.
- b. GPSS Internal Auditors: Review of financial statements and records.

**X. INTERNAL CONTROL:** Guam Public School System Internal Auditors.

**XI. TRAINING:** The Office of the Internal Auditor will provide annual training on the policies and procedures on Board Policy 715 and Non-Appropriated Funds.

**XII. REPORTS: (Optional)** When applicable, list any reporting requirements statutorily required or required by management.


**XIII. PENALTY:** Failure to adhere to this SOP may result in disciplinary action in accordance with the GPP Personnel Rules & Regulations.

**XIV. EFFECTIVE DATE:** Upon date and signature unless otherwise noted.

**XV. CHANGE(S):** Changes to this policy shall be effectuated by the Superintendent of Education.


APPROVED

DISAPPROVED

  
\_\_\_\_\_  
LESTER KUYKENDALL (Date) 5/1/08  
GPSS Auditor in Charge

APPROVED

DISAPPROVED

  
\_\_\_\_\_  
FRANCES T. DANIELI (Date) 5/1/08  
GPSS Controller


APPROVED

DISAPPROVED

  
\_\_\_\_\_  
EVANGELINE Q. SAN NICOLAS (Date) 5/1/08  
Acting Associate Superintendent, Elementary


APPROVED

DISAPPROVED

  
\_\_\_\_\_  
KENNETH P. CHARGUALAF (Date) 5/1/08  
Associate Superintendent, Secondary

APPROVED

DISAPPROVED

  
\_\_\_\_\_  
CORINA Y. PAULINO (Date) 5-2-08  
Interim Superintendent of Education