



High School
Of Justice

**Approved
by the Decision of the Independent Board
of the High School of Justice
of April 18, 2008, N1/1**

Charter of the Legal Entity of Public Law – the High School of Justice

Article 11. Activities of School Structural Units

3. Department of Financial Management and Logistics:

- a) In compliance with the rule established by legislation, develops the School's draft budget and periodical reports on budget execution;
- b) Performs accounting activities in compliance with the legislation valid for the accounting and reporting sphere, compiles accounting reports, stores accounting document tracking registries, lists of expenditures, their calculations and other financial documents;
- c) Ensures transfer and timely issuance of the School employee salaries and other payments, as well as state scholarships of listeners;
- d) In compliance with the rule established by legislation, conducts relations with the State Treasury;
- e) In compliance with the rule established by legislation, takes part in settlement of monetary funds and conduction of inventory of material assets, records inventory results;
- f) Carries out material-technical support, necessary for the School's functioning;
- g) In compliance with the rule established by legislation, develops draft annual plan of state procurements, organizes the process of state procurements, ensures processing of Agreements with suppliers and controls implementation of processed Agreements;

- h) Ensures protection of material assets on the School's balance, organizes delivery of the School's supplies and economic support;
- i) Performs other functions, as envisaged by this Charter and the legislation.