

CASH IN SCHOOL BUILDINGS

Monies collected by school employees and by student treasurers shall be handled with good and prudent business procedures. All monies collected shall be receipted, accounted for, deposited daily, and/or locked.

In no case shall monies be left overnight in schools, except in safes provided for safekeeping of valuables, and even then not to exceed a nominal amount. All vending machines shall be emptied regularly. Central Office is responsible for making bank deposits on a regular basis.

First Reading: October 6, 2010

Second Reading: October 20, 2010

Adopted: October 20, 2010