

Business/Non-Instructional Operations

Cash in School Buildings

Money collected by school system employees and by student organizations shall be handled both carefully and quickly, both to demonstrate the ability of school system employees to handle funds and to model appropriate procedures to students.

All monies collected shall be accounted for, and directed without delay to the proper bank for deposit.

In no case shall cash be left overnight in schools except in locked spaces provided for the safekeeping of valuables.

All staff who collect money must turn the money over to designated school office personnel daily.

Money cannot be stored overnight without proper safeguards.

When money collected accumulates to over \$250, it must be deposited on the next banking day.