

P3450/Cash in School Buildings

SECTION: **3000**
CATEGORY: **Business & Non-
Instructional Operations**
POLICY CODE: **P3450/Cash in School Buildings**

CASH IN SCHOOL BUILDINGS

Policy Statement

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.

Other than authorized revolving funds or petty cash accounts, no monies shall be left overnight in any school building except in secured safes or vaults. To avoid any necessity for leaving money in schools overnight, school representatives shall understand and use procedures for making bank deposits after regular banking hours.

Adopted: 2/8/22