

*Adopted: July 12, 2001*

*Revised:*

## **790 DEPOSITING CHECK, CASH AND CREDIT CARD TRANSACTIONS**

### **I. PURPOSE**

The purpose of this policy is to ensure the integrity of the financial practices of the school district.

### **II. GENERAL STATEMENT OF POLICY**

- A. Checks and cash will be deposited as soon as received. Total receipts over \$500 will be deposited daily. If this is not possible, then the receipts will be placed in the building safe overnight and deposited immediately the next working day. Receipts will never leave the school premises for any reason other than transporting them to the district office or to the bank. No personal checks will be cashed out of school district deposits.
- B. Refunds will be issued within thirty days of a cancellation or the occurrence that caused non-participation in the class or event. Refunds will be initiated by the appropriate personnel; approved by an administrator and the Director of Business Services.
- C. Community Education will run credit cards within two (2) working days of the start of the individual class or activity. Registration forms with credit cards listed will be kept in secure location, i.e. a locked file cabinet. Care will be taken by Community Education employees to protect the security and privacy of individual's credit card numbers.

***Legal References:***

***Cross References:***