

CASH IN SCHOOL BUILDINGS

Code **DM** Revised **12/12**

Purpose: To establish the basic structure for dealing with cash in school buildings.

No one will keep money overnight in a school under any circumstances.

All personnel are required to turn in daily collections to the office for depositing. After-school collections should be deposited in a night deposit.

The board directs all principals or their designees to make deposits of school monies on a daily basis at the end of each school day or after a school event. The principal may make arrangements with local banks for night depository privileges and use these facilities when necessary.

Personnel who do not abide by this policy will be responsible for any loss incurred and may be subject to further disciplinary action.

Adopted 6/6/83; Revised 11/3/97, 12/3/12