

**CASH IN SCHOOL BUILDINGS**  
(Safes and Safe Combinations)

To reduce the hazard of safes being burglarized or opened by persons unknown with resulting loss of District funds:

1. All safes will have the combination changed anytime an employee with the combination leaves their position for any reason.
2. The combination to a safe will be given to not more than three employees such as the principal, assistant principal and/or school secretary.
3. If an employee who has the combination ceases to have responsibility for the safe, i.e., is transferred or terminates employment, the principal or one of the remaining holders will request the combination be changed immediately.
4. Each employee assigned responsibility for a safe will agree that under no conditions will they pass this information on to any other person nor will they have the combination written in any location that might be chanced upon by any individual.

These regulations apply to all safes and vaults.

Approved September 1972  
Revised May, 1995  
Revised December 7, 2012  
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Revised January 9, 2019