

<h1>POLICY</h1>	2022	5530
	Business Operations	

Subject: Cash in School Buildings

No money shall routinely be held in the vault in the Main Office of any District school building. Cash collected in the buildings should be prepared for bank deposit ASAP. Use of night depositing facilities, are recommended. Under no circumstances shall cash be left in classroom areas, desks, or taken home by any staff or student. The responsibility for funds remains with the staff member until deposited in the Main Office of each building. The District will not be responsible for funds left unprotected.

All funds, whether District or extra-classroom funds, shall be deposited prior to close of school each week. Only authorized personnel designated by the Building Administrator shall be allowed in the Main Office vault.

Approved: Board of Education
May 25, 1994

Approved: Board of Education
June 26, 2002

Approved: Board of Education
January 10, 2007

Approved: Board of Education
April 27, 2011

Approved: Board of Education
January 7, 2015

Approved: Board of Education
June 15, 2022