

CASH IN SCHOOL BUILDINGS

All money collected by District employees and by student organizations shall be deposited with the building office secretary within twenty-four (24) hours of the collection. All funds must be kept secure to prevent loss. The business office shall be in charge of accounting for all school and activity funds.

Procedures shall be developed by the administration for the collection and deposit of school monies.

CROSS REF.: 665-Rule, Guidelines for Collection and Deposit of School Monies

APPROVED: October 9, 1985
July 15, 2013
December 18, 2017
OCTOBER 21, 2024