

CASH IN SCHOOL BUILDINGS

Category R

Monies collected by school employees and by student treasurers shall be handled with good and prudent business procedures. All monies collected shall be receipted, accounted for, and deposited daily.

In no case shall monies be left in schools for more than three days. Any cash left in the school shall be secured in a locked location. All schools shall provide for making bank deposits after regular banking hours in order to avoid leaving money in school overnight.