

CASH IN SCHOOL BUILDINGS

In order to safeguard cash in each school building, and in order to teach such procedures to students, moneys collected by employees and by student treasurers are to be handled with prudent business procedures.

All moneys collected shall be receipted, accounted for, and deposited with the Treasurer or properly designated depository every twenty-four (24) hours. In the event that the person in charge of an activity is unable to deposit the money within twenty-four (24) hours, the money shall be accounted for and deposited in the building safe of each school. If a safe is not available, then the money must be deposited in the fiscal office's safe.