

CASH IN SCHOOL BUILDINGS

All moneys collected shall be receipted, accounted for, and deposited with the Chief Financial Officer or properly designated depository every seventy-two (72) hours. In the event that the person in charge of an activity is unable to deposit the money within seventy-two (72) 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 Chief Financial Officer's safe.

If the amount of the money collected exceeds \$1,000, the money shall be receipted, accounted for, and deposited with the Chief Financial Officer or properly designated depository on the business day next following the day of the receipt.

LEGAL REFS. O.R.C. §9.38

Adopted: July 18, 2006