

## **CASH IN SCHOOL BUILDINGS**

No money shall be kept overnight in schools except in a locked depository that the building principal has made available for the purpose.

All cash collected by staff shall be deposited on the day of collection into appropriate accounts in a means consistent with District funds management procedures or into the Principal's Office for safekeeping for later deposit.

Staff who collect money from students for activities, materials, or other school purposes shall keep records of receipts in a manner consistent with the District's administrative procedures.

School funds left in designated depositories shall be insured. The Board will not be eligible for the loss of money from desks, cabinets, or elsewhere in those buildings.

Adopted: November 5, 2012