

## **CASH IN SCHOOL BUILDINGS**

**P6250**

School district employees are responsible for money in their possession collected for instructional and extra-class purposes. The District will not be responsible for funds left unprotected.

District employees collecting such funds shall turn them over to the designated office or district employees daily before leaving school or under other circumstances make direct, same-day bank deposits.

Not more than five hundred dollars (\$500) shall be held in the vault in the High School Main Office for the Athletic Department. Only authorized personnel designated by the building administrator shall be allowed in the High School Main Office vault. Except for the petty cash fund, the school lunch fund, and the money authorized for the Athletic Department, money should not be held in schools overnight or over weekends but be sent to the Administration Building for deposit or deposit such funds directly at the appropriate bank according to detailed instructions issued by the Business Office for each type of activity.

In every instance, where practical, payments of any kind made to the schools should be encouraged to be made by electronic funds transfer, check, draft, or money order. All non-cash payments should be endorsed "for deposit only" immediately upon receipt.

Revised May 2012

Renumbered from P3550 – May 2015