

POLICY

1990

5650

Non-Instructional/Business
Operations

SUBJECT: CASH IN SCHOOL BUILDINGS

All funds, whether District or Extra Classroom etc., shall be deposited prior to close of school on Friday of each week unless secured in the building safe.

All funds, whether District or Co-curricular, etc., shall be deposited daily in a secure place in each District School building. Under no circumstances shall cash be left in classroom areas or desks. The District will not be responsible for funds left unprotected.

Only authorized personnel designated by the building administrator shall be allowed into the main office vault.