

SCHOOL ADMINISTRATIVE UNIT 79

DM

CASH IN SCHOOL BUILDING

Monies collected by school employees and by student treasurers shall be handled with good and prudent business procedures. All monies collected shall be receipted, accounted for and deposited daily with the business office.

In no case shall monies be left overnight in the school, except in safes provided for safekeeping of valuables and, even then, all reasonable attempts will be made not to exceed more than a few dollars. Every attempt shall be made to make bank deposits in order to avoid leaving money in school overnight. This policy shall be well publicized to deter burglary attempts.

Approved: December 13, 1999
Reviewed: May 12, 2003
Revised: June 8, 2010