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Code DM

2 **CASH IN SCHOOL BUILDINGS**

3 Monies collected by school employees and by student treasurers shall be handled with
4 prudent business procedures. All monies collected shall be receipted, accounted for,
5 and deposited as soon as possible, but no later than 48 hours after collection.

6 All vending machines shall be emptied of cash regularly. All schools shall provide for
7 making bank deposits after regular banking hours in order to avoid leaving money in
8 school overnight. This policy shall be well publicized to deter burglary attempts.

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10 Undeposited funds shall be kept in the school safe. In no case shall funds be left in any
11 other area of the school.