

Business and Non-Instructional Operations**Accounts****Monies in School Buildings**

All monies collected by District employees or student treasurers are considered as District funds and shall be receipted and promptly deposited in District depository banks.

Monies shall be handled in a prudent manner to insure its security. No money shall be left in school buildings not having vaults and amounts over \$100 shall not be left in any building overnight. Principals shall be responsible for depositing money daily during regular banking hours and through night deposit after regular banking hours.

Policy Approved: August 21, 1985

Policy Revised: June 27, 2016