

Cash In School Buildings

Monies collected by school employees and by student treasurers shall be handled with good and prudent business procedures as established by the Superintendent's office. Monies shall not be stored in classrooms at any time, but locked in the safe located in the main office. All monies collected shall be receipted, accounted for, and stored in the aforementioned safe until deposited. Monies shall not be left overnight in school unless secured in the safe.

Petty Cash shall follow the guidelines established in Policy #3325, *Petty Cash Accounts* and will be secured in the safe.

Approved: 09/06/16