

MONIES IN SCHOOL BUILDINGS

Monies collected by any and all school district employees and by student organizations shall be handled with prudent, business procedures to:

1. Demonstrate the ability of employees to operate in that fashion
2. Teach such procedures to students
3. Lessen the temptation for theft, and
4. Assure retention of collected monies

All monies collected shall be receipted and accounted for, and directed without delay to the appropriate deposit location. (In most instances this will be the same day.)

Monies shall not be left overnight in schools except in safes provided for safekeeping of valuables, and even then only with the express authorization of the principal. All school organizations shall provide for making bank deposits after regular banking hours in order to avoid leaving money in schools overnight.

The following phrase shall be on a printed card displayed at or near the front entry door of each district facility:

NO MONEY SHALL BE RETAINED OVERNIGHT IN THIS FACILITY

Employees charged with the collection of monies are enjoined to adhere to this policy in order to avoid personal liability through mismanagement.