

FILE: DL
Cf: DG, DIA

CASH IN SCHOOL BUILDINGS

It shall be the policy of the Board that principals and other school personnel shall establish necessary precautions to ensure the safekeeping of all monies under their control. The principal and/or building treasurer shall make such bank deposits as necessary of all monies collected on a daily basis, and as soon as possible after athletic events. Principals and other personnel shall comply fully with financial regulations established by the Superintendent or other appropriate personnel.

At no time will petty cash funds in any school exceed \$50. Money shall not be left in an unlocked safe at any time.