

**Descriptor Term:**

**Cash in School Buildings**

**Descriptor Code:**

**DM**

**Issued Date:**

**05/20/2014**

**Amended:**

**09/19/2022**

**Rescinds:**

**11/11/1997**

Monies collected by school employees will be handled according to good and prudent accounting procedures. All monies collected will be receipted, accounted for, and directed without delay to the proper location of deposit.

In no case will monies be left overnight in schools, except in safes provided for safekeeping of valuables. When a large amount of monies are received, provisions should be made for making banking deposits after regular banking hours in order to avoid leaving money in school overnight.