

## CASH IN SCHOOL BUILDINGS

**3450.**

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Monies collected by school employees and by student treasurers shall be handled in accordance with prudent business procedures. All monies collected shall be receipted, accounted for, and shall be deposited in the proper account without delay.

In no case shall monies be left overnight in schools, except in safes provided for safekeeping of valuables.

Approved 4/28/1981

Reviewed and no changes made 6/7/2016

Previous Policy Number: DJ