

Policy DM
Cash in School Buildings
School Board Approved: June 5, 2012



Monies collected by school employees and by student treasurers shall be handled with good and prudent business procedures. All monies collected, including petty cash, will be secured overnight in a locked and fireproof vault or safe provided by the district. At no time can student activity cash for deposit exceed \$1,000.

All student activity monies collected shall be receipted, accounted for, and deposited to the appropriate student activities bank account at least once per week. All vending machines shall be emptied of cash at least once per month.