

Business and Non-instructional Operations

MONEY IN SCHOOL BUILDINGS

BP 3450

Money collected by individuals and organizations on behalf of the District shall be handled according to prudent business procedures. Monies collected up to \$ 2000 shall be recorded and deposited weekly. Over \$ 500 will be deposited daily. The individual recording the receipt of funds should not be the same individual who maintains custody of funds in the safe or other secured place. Whenever possible, two individuals should count funds and sign together. Any money left overnight in schools shall be kept in locked locations provided for safekeeping of valuables.

Revised 10/2021