

**#3130**

**Money in School Buildings**

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Money collected by school system employees and by student organizations shall be handled both carefully and prudently. All monies collected shall be receipted and accounted for and directed without delay to the proper location of deposit.

In no case shall cash be left overnight in schools except in safes provided for safekeeping of valuables, and when possible, no more than ~~\$250~~ \$2,000 should be so kept. To avoid any necessity for leaving money in schools overnight, schools shall understand and use procedures for making bank deposits after regular banking hours.

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