

Business and Non-Instructional Operations

Monies in School Buildings

1. Everyone is to be discouraged from leaving money, personal or school funds in his/her desk or file cabinet. The District cannot accept the responsibility for the disappearance of such funds.
2. All school funds are to be properly accounted for, including the necessary receipts, deposit slips, bank statements, etc. The prescribed procedure is to make frequent deposits in the approved bank accounts, especially on Fridays and the last business day of the month.
 - a. No new account will be established without the approval of the Superintendent of Schools.
 - b. All monies collected must be deposited in full and a number receipt must be given the depositor.
 - c. All expenditures must be made by a check.
 - d. An invoice must support any checks written.
3. All thefts of money should be reported promptly in writing to the Superintendent or his/her designee.