

Business/Non-Instructional Operations**School Activity Funds**

The Principal shall be director of the school activity fund which shall cover the financial activities of the schools' organizations including student groups. All funds collected in the school or for school activities must be deposited into this fund; all monies disbursed must be with fund checks; and all purchases made must be substantiated with documentation. These accounts shall be maintained by the Financial Officer and authorized expenditures shall be signed by the superintendent or Principal.