Business/Non-Instructional Operations

Monies in School Buildings

Monies collected by school district employees and by student organizations shall be handled with good and prudent business procedures.

All monies collected shall be receipted and accounted for and directed without delay. A Deposit Slip, prepared in duplicate, shall be used to record collections; one copy is to be kept by the person collecting the money and the second copy is to be used when transmitting the monies to Business Services. The Deposit Slip must include the signature of the program manager.

In no case shall monies be left overnight in schools except in safes or other secure places. Monies need to be deposited at CREC Central as soon as possible, or according to instructions in Regulations 1314 and 6145.8.

(cf. Policy 1314 – School/Program Based Fundraising and Contributions)
(cf. Policy 1314.1 – All Other Fundraising and Contributions)
(cf. Policy 6145.8 – Activity and Escrow Funds)