

CASH IN SCHOOL BUILDINGS
(And Receipt and Deposit of Money)

A. Receipts

Any school office or individual in a school who is authorized to receive money shall issue a pre-numbered receipt at the time of the receipt of the check, money order, or currency.

B. Deposits

1. Deposits should be made on a daily basis or be available to the district courier according to the established schedule.
2. Individuals who collect moneys shall turn them into the building office each day. Money is never to be left in an individual's classroom.
3. School offices shall not keep more than \$150.00 in their vaults overnight. If money is receipted after banking hours, the money shall be placed in the Bank of Burlington night deposit.

APPROVED: January 15, 1985

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