

**CASH IN SCHOOL BUILDINGS**

Every attempt will be made to deposit receipts on a daily basis. Daily receipts shall be deposited with the designated school depository(s). It shall be the responsibility of the building principal to assure that all money collected late in the day or at evening events is deposited in a timely manner.

All cash in school buildings shall be properly stored in a safe and secure environment.

Adopted 7/20/77

Revised: 3/8/00