



Book	Policy Manual
Section	3000 BUSINESS & INSTRUCTION SUPPORT OPERATIONS
Title	Money in School Buildings
Code	BP 3450
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Money collected by ~~District employees and student~~ individuals and organizations on behalf of the District will be handled according to prudent business procedures. ~~as outlined in the Business Office Manual~~ The individual recording the receipt of funds should not be the same individual who maintains custody of funds in the safe or other secured place. Whenever possible, two individuals should count funds and sign together. All money collected ~~must~~ shall be receipted and accounted for and directed without delay to the proper location of deposit. Any money left overnight in schools ~~will~~ shall be kept in locked locations provided for safekeeping of valuables.