

**CASH IN SCHOOL BUILDINGS**

District or extra classroom funds shall be held in the vault in the business office of the District. Under no circumstances shall cash be left in classroom areas, desks or other areas. The District will not be responsible for funds left unprotected.

All cafeteria funds should be turned over to the business office staff at the close of business and deposited each day. All funds in excess of \$250 whether District or extra classroom funds, shall be deposited prior to close of school each week. Only authorized personnel designated by the building administrator shall be allowed in the business office vault.

Approved:                      April 1, 2008