Article VI.B.2.    Money in Schools

A. School monies shall be kept in a central, securely locked location controlled by the school administrator until they can be deposited in a bank. Schools shall make at least weekly deposits with additional deposits made on days when dollar amount thresholds established by the Accounting Department would otherwise be exceeded.

B. A person other than the individual who prepared the deposit shall transport it to the bank.

C. School personnel who collect monies shall turn in such money to the school bookkeeper on a daily basis.

D. School monies may not be commingled with personal funds nor taken home by school employees.