

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.