

CASH IN SCHOOL BUILDINGS

Money collected by school employees and by student treasurers shall be handled with good and prudent business procedures. All moneys collected shall be receipted, accounted for, and directed without delay to the proper location of deposit.

In no case shall money be left overnight in school, except in safes or locked file cabinets provided for safekeeping of valuables. The principal shall provide for making bank deposits during regular banking hours in order to avoid leaving money in school overnight.

**ADOPTION: 5/21/90
AMHERST**

REVISION: 5/8/95