

Business & Non-Instructional Operations

Management of District Assets/Accounts

Money in School Buildings

Money collected by District employees and by student organizations shall be handled in accordance with prudent business procedures, including the issuance of receipts, and the proper timely deposit of funds.

In no case shall money be left overnight in schools except in safes provided for security of valuables, and even then no more than a few dollars should be so kept. All banks used by the schools shall provide for deposits after regular banking hours.

Legal References: Education Code, Sections 48933; 48936-48938

Policy Adopted: 1/19/85

Policy Amended: 7/19/94; 2/4/03

Formerly BP 3450