

**PARK COUNTY SCHOOL DISTRICT #6
BOARD OF EDUCATION POLICY**

CODE: DM

CASH IN SCHOOL BUILDINGS

Monies collected by school employees will be handled according to good and prudent accounting procedures. All monies collected will be receipted, accounted for, and directed without delay to the proper location of deposit.

In no case, with the exception of specifically issued petty cash, will monies be left overnight in schools, except in safes provided for safekeeping of valuables when the money is collected on a weekend. When a large amount of monies are received, provisions should be made for making banking deposits after regular banking hours in order to avoid leaving money in school overnight. Deposits will be made daily.

Adopted: 1/20/98