

CASH IN SCHOOL BUILDING

1. Elementary

- A. The cash kept at a school overnight will be kept at a maximum of \$200 in the office, and up to \$50 in other areas of the building, for a total of \$250, to include money for petty cash expenditures and money for making change for student fees, resale, and the food service program.
- B. Teachers may collect cash in their classroom from students. All cash collections in the classroom will be taken by the teacher to the building office on the same day as collected. The cash will be counted by office personnel, as designated by the building principal in conjunction with the director of business affairs. Whenever possible, cash collections should be taken directly from students in the building office by designated personnel.
- C. Designated personnel will deposit daily all funds collected that business day.

2. Junior High School

- A. The cash kept at a school overnight will be kept at a maximum of \$500 to include money for petty cash expenditures and money for making change for student fees, resale, and the food service program.
- B. Teachers may collect cash in their classroom from students. All cash collections in the classroom will be taken by the teacher to the building office on the same day as collected. The cash will be counted by office personnel, as designated by the building principal in conjunction with the director of business affairs. Whenever possible, cash collections should be taken directly from students in the building office by designated personnel.
- C. Designated personnel will deposit daily all funds collected that business day.

3. High School

- A. The cash kept at a school overnight will be kept at a maximum of \$3,000 to include money for petty cash expenditures and money for making change for student fees, resale, and the food service program.
- B. Teachers may collect cash in their classroom from students. All cash collections in the classroom will be taken by the teacher to the building office on the same day as collected. The cash will be counted by office personnel, as designated by the building principal in conjunction with the director of business affairs. Whenever possible, cash collections should be taken directly from students in the building office by designated personnel.
- C. Designated personnel will deposit daily all funds collected that business day.

Approved: November 23, 1998

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