

Cash in School Buildings

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Monies collected by school employees shall be handled in accordance with prudent business and accounting procedures. All monies collected shall be receipted, accounted for, and directed without delay to the proper location of deposit.

Money received and receipted shall be deposited in the bank within twenty-four (24) hours or one banking day. Collected funds which are not deposited the same day shall be placed in the site administration office or the central business office in a fireproof safe.