

RECEIPTS OF MONEY IN SCHOOL BUILDINGS

Division Directors and building administrators will establish procedures, in cooperation with the District Treasurer to safeguard all monies, including cash, checks, money orders, etc. that are received in each building. The Division Directors will designate individuals, other than the Treasurer, to be authorized by the board to collect money. The board authorization for these individuals to collect money will be made annually at the re-organizational meeting.

School employees are held personally responsible for funds which they collect during the course of their assigned duties and responsibilities. Monies must be transferred to the Treasurer within three days of receipt and deposited in the bank weekly.

These individuals will be issued specific pre-numbered triplicate receipt forms to be used when the funds are collected and will submit designated copies to the District Treasurer. The District Treasurer will establish procedures to maintain accountability over money receipts in all school buildings.

Payments by credit card must be processed in the Business Office and will be receipted with the District Treasurer's receipts only.

Individuals, other than the Treasurer or Deputy Treasurer, who are board-authorized to handle money will be covered by insurance at a minimum of \$100,000 per position.

Adopted March 11, 2015