

CASH IN CENTER BUILDINGS

Code **DM** *Issued* **12/02**

Purpose: To establish the basic structure for dealing with cash in school buildings.

No one will keep money overnight in the center under any circumstances.

The board directs the director or his/her designee to make deposits of center monies on a daily basis at the end of each school day or after a center event. The director or his/her designee may make arrangements with local banks for night depository privileges and use these facilities when necessary.

The director or his/her designee will be responsible for any loss incurred as a result of his/her failure to make a timely deposit and may be subject to further disciplinary action.

Adopted 12/17/02