

<b>Harrisburg School District</b>	<b>NEPN Code: DM</b>
<b>Policy Manual</b>	

### **CASH IN SCHOOL BUILDINGS**

Money collected by school district employees and by student treasurers will be handled with good and prudent business procedures, both to demonstrate the ability of school system employees to operate in that fashion and to teach such procedures to the students.

All moneys collected will be receipted, accounted for and deposited properly.

The amount of money retained overnight in schools will be limited to that needed for day to day operation. All depositories used by the school district will provide for making bank deposits after regular banking hours in order to avoid leaving large sums of money in the building overnight.

Cafeteria receipts, other than moneys needed for daily operations, will be deposited twice a week at a minimum.

Legal References:

Adopted: June 23, 2014

Revised: