

## **CASH IN SCHOOL BUILDINGS**

Monies collected by school employees and by student treasurers shall be handled with good and prudent business procedures. All monies collected shall be receipted, accounted for, and deposited without delay.

In no case shall monies be left overnight in schools, except in safes provided for safekeeping of valuables. All vending machines shall be emptied of cash on a regular basis.

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Second Reading:	January 22, 2002
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