

Business and Non-Instructional Operations

Money in School Buildings

Money collected by Orange Public School employees and by student organizations shall be handled both carefully and prudently, both to demonstrate the ability of school system employees with funds and to model such procedures to students.

All monies collected shall be receipted and accounted for and directed without delay to the proper location of deposit.

In no case shall cash be left overnight in schools except in safes provided for safekeeping of valuables, and even then no more than \$200 should be so kept. To avoid any necessity for leaving money in schools overnight, schools shall understand and use procedures for making bank deposits after regular banking hours.

Policy adopted: May 13, 2013