

## CASH IN SCHOOL BUILDINGS

Teachers and other employees shall be responsible for all school funds in their possession until such funds are turned into the school office. If funds are lost or stolen before being turned in, the teacher or other employee will make restitution. When money is turned in, a receipt will be written. Teachers and other employees shall not handle school money through their personal accounts. No teacher or other employee shall cause any moneys to remain in a school building overnight except in the office safe.

Approved: prior to 1980

CROSS REFS.: IGDG, Student Activities Funds Management