

Policy Information

Series 4000 - Non-Instructional/Business Operation

Cash Management

Policy # 4450, 4.5

POLICY

1995

4450

Non-Instructional/Business
Operations

SUBJECT: CASH MANAGEMENT

Building and program administrators will establish procedures, in cooperation with the Business Office, to safeguard all cash received for products or services. Building and program administrators are to make arrangements which shall minimize the amount of cash retained in the building. It shall be the administrator's responsibility to make sure that all cash received is deposited in a timely manner, and that any cash retained in a building is securely locked in a fire-retardant safe area.

Education Law Section 1709

Board Approved

2/2/94

7/18/95

Adoption Date: 2/2/1994, Revised: 7/18/1995
4000 - Non-Instructional/Business Operation
