

Business and Non-Instructional Operations

Money in School Buildings

Money collected by school District employees and by student organizations shall 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 money collected shall be receipted and accounted for and directed without delay to the proper location of deposit.

In no case shall money be left overnight in schools or sites except in safes provided for safekeeping of valuables. All banks used by the schools or sites shall provide for bank deposits after regular banking hours in order to facilitate depositing monies on a timely basis.

Legal Reference:

EDUCATION CODE

35160 Authority of governing boards  
35250 Duty to keep certain records  
41020 Requirement for annual audit  
42800-42810 Revolving funds

Adopted: (7-88 10-93) 2-06

ORANGE UNIFIED SCHOOL DISTRICT  
Orange, California