

VIGO COUNTY SCHOOL CORPORATION  
TERRE HAUTE, INDIANA

File: DM

**CASH IN SCHOOL BUILDINGS**

Money collected by school employees and by others authorized to collect money shall be handled with good and prudent business procedures. All money collected shall be receipted, accounted for, and directed without delay to the proper location of deposit.

In no case shall money be left overnight in schools, except in safes providing for the safe keeping of valuables, and even then not to exceed more than can be afforded to be lost. Should it not be possible to make bank deposits during the regular banking hours, arrangements shall be made for the use of night depositories in order to avoid leaving money in school overnight.

Adoption Date:       October 12, 1977

Legal Ref:

Cross Ref: