

## **CASH IN SCHOOL BUILDINGS**

No money shall be left overnight in the schools except in safes or locked storage units provided for safekeeping of valuables. Monies held in safes or locked storage units should be kept to a minimum and deposited as soon as possible.

Schools shall provide for making bank deposits after regular banking hours so that money need not be left in school buildings overnight unnecessarily.

Money or other valuables should not be left in an employee's desk overnight. Such items of value should be sent to the office for placement in the school safe or locked storage unit. The safe or locked storage unit shall always be locked for insurance purposes.

The Deputy Superintendent for Business Services shall develop regulations under which safes and safe combinations shall be regulated.

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Revised May, 1995  
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