

Series 3000 – Business & Non-Instructional Operations

4. Accounts

E. Monies in School Buildings

Money collected by school employees and by student treasurers shall be handled with established business procedures. All money collected shall be receipted, accounted for and directed without delay to the proper location for deposit.

Any money left over night in schools shall be stored in a locked file cabinet, (preferably a fire-proofed cabinet).

Policy adopted: December 6, 1983
Policy revised: November 18, 2008

SUFFIELD PUBLIC SCHOOLS
Suffield, Connecticut