

Clatskanie School District 6J

Code: **DM**
Adopted: 3/19/07
Readopted: 4/22/13
Orig. Code(s): DM

Cash in District Buildings

All personnel are required to use common precautionary measures, including strict accounting, when handling funds for which they are responsible.

All money entrusted to employees by students or others is the responsibility of the employee receiving it until deposited with the school office or financial institution.

Daily deposit of all money in the school office or organizational account is required for school lunch funds and urged for other activities. All amounts over \$20 accumulated from other activities must be deposited in the school office or financial institution at the end of the day, unless arrangements have been made with the principal.

Money will not be left at work stations or classrooms over weekends or other days school is not in session.

END OF POLICY

Legal Reference(s):

[ORS 332.107](#)