

Monument School District 8

Code: DM-AR
Revised/Reviewed: 8/14/08
Orig. Code: DM-AR

Cash in District Buildings

To safeguard cash and checks received by the Monument School FFA program for greenhouse and other program-related sales, the following procedure shall be used:

1. Access to the cash box key shall be limited to the teacher overseeing the FFA program and students with the offices of FFA President and FFA Treasurer. (The Superintendent and Deputy Clerk shall additionally have access through a key left in a secure location in the office.)
2. In the event the FFA teacher is absent, the cash box key shall be returned to the office. The FFA Treasurer or FFA President can come to the office and sign out the key; the student signing for the key during the FFA teacher's absence is responsible to return the key before the end of the school day. This provision allows community members to purchase materials during the FFA teacher's absence. This provision does not require the teacher or Superintendent to allow student access during the teacher's absence.
3. When the cash box contains an excess of \$50.00 in cash or contains any checks, the cash box shall be brought to the school office for receipt of cash and/or any checks.
4. Any person receiving funds into the cash box, shall issue the customer a receipt and keep a carbon copy of the transaction in the cash box.
5. Any person receiving funds into the cash box, shall make a log entry of the transaction. The log shall at minimum contain the following information for each transaction:
 - a. Date
 - b. Items Sold
 - c. Customer Name
 - d. Cashier
 - e. Total Received