

DOVER SCHOOL DISTRICT	POLICY CODE: DM
DATE OF ADOPTION: SEPTEMBER 11, 2006	PAGE 1 OF 1

PETTY CASH AND CASH IN SCHOOL BUILDINGS

Monies collected by school employees and by student treasurers shall be handled with good and prudent business procedures. All monies collected shall be receipted, accounted for, and directed without delay to the proper location of deposit on a daily basis.

In no case shall monies be left overnight in schools, except in locations provided for safekeeping of valuables, and even then they should not exceed more than a few dollars. All vending machines shall be emptied of cash regularly. All schools shall provide for making bank deposits after regular banking hours as necessary in order to avoid leaving money in school overnight.

The establishment of petty cash accounts will be at the discretion of the Superintendent or Business Manager. The amount of petty cash assigned to a school building is for official school business only and is to be kept secure from public access and non-authorized employees. The building administrator and only one designee will be responsible for petty cash disbursements, collection of receipts, and reconciliation of the account.

On a weekly basis, each petty cash account will be reconciled and submitted for reimbursement to the SAU with a completed disbursement form and all original receipts.