

## **MANAGEMENT OF CASH IN DISTRICT BUILDINGS**

The District requires that all cash received in District buildings shall be safeguarded in accordance with procedures established by the Assistant Superintendent for Business or his/her designee. Building administrators shall make arrangements to minimize the amount of cash retained in their buildings, and it shall be their responsibility to ensure that any cash that is retained is securely locked in a District authorized safe. All money that is to be transmitted to the Business Office shall be properly accounted for, and delivered in locked moneybags.

*Great Neck Public Schools*

*Adopted: 4/3/17*