

702.2L HANDLING MONEY, DEPOSITS, AND RESALE ITEMS

Money collected for fundraisers, vending machine sales, concessions, etc. will not be kept in any classroom, lounge, etc. All money will be kept in the safe of any of the three offices. Each building principals office staff will count and deliver any money to the District Office for bank deposit purposes weekly. In the event large sums of money are received in either of the two principals offices, same day delivery to the district office should take place.

ALL items purchased by any sport, activity, or classroom must have a purchase order authorized through the District Office and signed by the superintendent. This includes any items for resale.

Resale items also must be ordered through a district purchase order. These items must be kept in the district office prepaid before they are distributed to the students. No exceptions.