

Lewis Center for Educational Research

**BP 3450: BUSINESS AND NON-INSTRUCTIONAL OPERATIONS
MONEY IN SCHOOL BUILDINGS**

Adopted: September 12, 2011

Revised: March 9, 2020

The Lewis Center for Educational Research Board (“Board”) complies with applicable federal and state laws and regulations governing Business and Finance. Money collected by organization employees and by student organizations shall be handled with good and prudent business procedures both to demonstrate the ability of school system employees to operate in that fashion, and to teach such procedures to the students.

All money collected shall be receipted and accounted for and directed immediately to the proper location for deposit.

In no case shall money be left overnight in schools except in safes provided for safekeeping of valuables. Each school must establish after-hours cash security procedures so cash and checks can be stored safely in the school safe until the amounts can be counted and verified following additional procedures set by the Finance Department.