

7.6 -- COLLECTION AND DEPOSIT OF FUNDS

The following procedure must be followed when money is collected on behalf of the Van Buren School District:

1. A three-copy receipt shall be written for funds collected, and the original receipt must be given immediately to the person submitting cash payment. One copy of the receipt must be sent to the Van Buren School District Business Office (in step 3 below), and the other copy of the receipt should be kept at the individual school or building for its records.
2. All cash and checks which are collected must be immediately turned in to the school office and must be deposited in the Van Buren School District's checking account on a daily basis. Checks and cash, except for small amounts of petty cash, are not to be kept in school buildings overnight.
3. A copy of the deposit slip and all accompanying duplicate receipts must be sent promptly to the Van Buren School District Business Office in order that they may be posted to the proper account.
4. Any expenditures or refunds of money which have been collected must be made through checks written by the Van Buren School District and must comply with the purchasing policies established by the District.

No employee of the Van Buren School District may be authorized to collect or to expend any monies on behalf of a Booster Club, PTA, or other support organization without written approval of the district superintendent.

Approved by Board of Education 3/8/05