

**WEST LINN-WILSONVILLE SCHOOL DISTRICT  
SCHOOL BOARD POLICY**

Current File Code: DM  
Date Policy Reviewed and Re-Adopted: 12-04-06

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**CASH IN SCHOOL BUILDINGS**

Sound and prudent business procedures should guide school employees and students in collecting and handling money. All monies collected should be receipted, accounted for, and deposited as provided in policy DIAB.

In no case may money be left in classrooms or left overnight except where safes are available to provide safe keeping of valuables. Money left in the safe should be minimal amounts. Efforts should be made to make deposits in order to avoid leaving money in a building overnight.

The Board will provide insurance coverage in a reasonable amount to protect against loss of money and checks.

END OF POLICY