

**West Linn-Wilsonville  
School District 3J**

Code: **DM**  
Adopted: 12/04/06  
Readopted: 1/11/16  
Orig. Code(s): DM

**Cash in District 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 accordance with procedures established by the business manager.

In no case may money be left in classrooms or left overnight, except where a safe is available to provide safe keeping of valuables. Money left in the safe should be no more than \$500. 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

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**Legal Reference(s):**

[ORS 332.107](#)