

# Downey Unified School District

## BUSINESS SERVICES

### STORAGE OF CASH MONIES

AR 6434

Employees of the Downey Unified School District shall take appropriate precautions to deposit in designated safes provided therefore all cash accumulated in activities under their supervision.

1. Money shall not be kept in offices, classrooms, files, desks, or other compartments beyond the normal working day.
2. Late evening collections resulting from special activities shall be placed in the night depositories provided by the designated banks or approved school safes.
3. If the procedure in item 2 is not feasible, arrangements shall be made with the Downey Police Department on an individual basis, or with the District Office.
4. Whenever money is collected for outside agencies or organizations it shall be their responsibility to arrange for the safekeeping of money collected. School safes shall not be used for this purpose. Organizations and/or agencies shall be so notified in writing.
5. Violations of this procedure may place the liability upon the responsible employee for replacement of stolen cash.
6. It shall be the responsibility of the Assistant Superintendent, Business Services, to approve all school safes prior to their use for the storage of money as authorized by this AR.