

3.47WF—DEPOSITING COLLECTED FUNDS

From time to time, staff members may collect funds in the course of their employment. It is the responsibility of any staff member to deposit such funds they have collected daily into the appropriate accounts for which they have been collected. The Superintendent or his/her designee shall be responsible for determining the need for receipts for funds collected and other record keeping requirements and of notifying staff of the requirements.

Staff that use any funds collected in the course of their employment for personal purposes, or who deposit such funds in a personal account, may be subject to discipline up to and including termination.

Cross References: 7.7WF—DEPOSITING COLLECTED FUNDS
8.39WF—DEPOSITING COLLECTED FUNDS

Date Adopted: April 11, 2011
Last Revised: June 12, 2024

Revision #1

Created 2026-03-04 00:44:05 UTC by Cory Robbins

Updated 2026-03-04 00:44:05 UTC by Cory Robbins