

Business/Non-Instructional Operations

School Activity Funds

Checking Accounts/Authorized Signatures

Checks shall be signed by the Principal or authorized designee and drawn on approved vouchers only. The voucher shall be signed by the sponsor of the activity and the activity fund bookkeeper. One signature is sufficient. No person shall sign checks whose signature is not on file at the bank.

Monies collected by school district employees and by student organizations shall be handled with good and prudent business procedures both to demonstrate the ability of school system employees to operate in that fashion, and to teach such procedures to the students.

All monies collected shall be receipted and accounted for and directed without delay.

(cf. 1324 - Soliciting Funds from and by Students)