

DARTMOUTH SCHOOL COMMITTEE POLICIES

File: DM

EXPENSE REIMBURSEMENTS

Monies collected by school employees and by student treasurers shall be handled with good and prudent business procedures. All monies collected shall have a receipt and be accounted for and directed without delay to the proper location of the deposit.

In no case, shall monies be left overnight in schools, except in safes provided for safe-keeping of valuables. All schools shall make bank deposits within 48 hours to avoid leaving money in schools.