



## **3425.1: ACCOUNTING - RECEIPT OF FUNDS**

All cash, checks, or other funds received by the District (including funds received by and/or for student organizations) shall be deposited expeditiously into the appropriate bank accounts and recorded on the District's financial records in a manner consistent with the requirements of federal law, state law, and District rules and procedures.

For all cash and checks received by a District employee or a student organization representatives:

1. When requested, a receipt shall be issued by such employee or representative to the party tendering the cash or check. When a receipt is not requested, the employee or representative shall be responsible for maintaining an accounting record of the receipt in a manner approved by the Superintendent or designee. (This section shall not apply to the sale of food, drink, or other such concession items where immediate possession of the product is given in-lieu of a receipt.)
2. Each building shall ensure that its procedures provide for a least two people independently counting such funds and documenting such count.

### **Date of Adoption**

**April 7, 1975**

### **Date of Revision**

**September 6, 2011**

**May 20, 2019**