

All school employees will be covered by a blanket bond or appropriate insurance. Such employees are held personally responsible for funds which they collect during the course of their assigned duties and responsibilities.

Where applicable, only minimal amounts of money other than petty cash shall be kept in the school safe(s) overnight. The Superintendent of Schools shall inform all employees of this requirement and enforce this policy.

Moneys should be deposited in the bank as soon as possible.

Ref: Education Law §§1709(20-a); 1720; 2130(5); 2526

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