

**BUSINESS AND GENERAL SUPPORT SERVICES**    ~~NON-INSTRUCTIONAL~~  
**OPERATIONS**

**SUBJECT: Collection and Deposit of Monies**

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All monies collected by employees of the Riverside County Office of Education shall be accounted for in accordance with accepted accounting practices. Procedures shall be developed to control the collections and deposit of cash.

In no case shall monies be left overnight in any location except in safes or locked files provided for safekeeping of valuables; even then, only small amounts should be kept.

Monies turned in to the Accounting Department shall be deposited in the County Treasury daily.

Legal References:

Education Code  
41001