

1. Separate accounts shall be maintained for the various activity funds.
2. Funds are to be turned in to the appropriate office with an Activity Deposit Summary made out by the advisor. Deposit information is recorded in the district's accounting system by office staff, a receipt is printed for the advisor's records, and the money is deposited by office staff.
3. Expenditures shall be made by check after approval from the building principal and district administrator.

Reference: Policy DJF

Initial Adoption: 8/19/24

Final Adoption: 9/16/24