



# WARREN CONSOLIDATED SCHOOLS

School ( \_\_\_\_\_ )

## Cash Control Requirements

- 1) All cash bags must be have a signature of both the individual submitting cash and individual receiving cash.  
Cash bags shall be secured in building safe and safe should be locked at all times.
- 2) All cash not in sealed bags (i.e. field trip, book fair, etc) must be counted by both individuals signing out/in cash.
- 3) Bookkeeper and Building Principal are responsible for the security of district cash.
- 4) Building safe must be checked to ensure it is secure before leaving the building for the day.
- 5)