



Mitchell Technical Institute POLICY

Category	Approval		
Series 400: Fiscal Management	Effective	Administration	Board
	2/22/10	12/4/09	2/22/10
	Revised		For Review
	6/27/2016		2020

CASH IN SCHOOL BUILDINGS

MTI 447

Money collected by Institute employees and by student treasurers will be handled with good and prudent business procedures.

All monies collected will be receipted and accounted for and deposited properly.

The amount of money retained overnight in campus buildings will be limited to that needed for day to day operation. All depositories used by the Institute will provide for making bank deposits after regular banking hours in order to avoid leaving large sums of money in the building overnight.

Cafeteria receipts, other than monies needed for daily operations, will be deposited regularly.