

Finance and Operations

Cash Collection Policy

Cash might be collected by staff members of PCSI for various reasons, including but not limited to lunch sales, consumable fees, shirt sales, field trips, extracurricular activities and fundraisings.

- A. Administrative Assistants in the schools collect lunch fees, consumable fees, shirt sales, and extracurricular monies at the office. A receipt must be issued for all collections. All collections must be deposited by the Principal within 48 hours with a detailed list of the monies collected.
- B. The Principal must deposit all cash collected to the school bank account within 24 hours.

Adopted: 7/24/12