

## **Student Activities Funds Management**

The money collected, from students for student organizations, or raised by student organizations from some program, play or any other such activity where admission or fees are charged, shall be turned in to the secretary or the principal involved, listing the name of the organization and amount collected.

All receipts shall be written in duplicate. The original shall be filed with the district administration office and a copy is filed with the principal's office.

The amount of the deposit shall be credited to the organization and the money shall be deposited in the A & B Account.

Each organization sponsor shall see that proper financial records are kept by the student organization over which the sponsor has charge.

Purchase requisitions bearing the sponsors signatures must be used for all activity fund expenditures.

Approved: 11/22/77