

*Fees Collected from Students*

All fees collected from students, including but not limited to;

- 1) Fees collected for materials kept or consumed
- 2) Fees collected for participation in a field trip or similar event
- 3) Fees for lost materials or supplies
- 4) Other miscellaneous fees

shall be sent to the school office immediately in order to have funds deposited daily. It is the responsibility of the principal or designee to deposit these funds directly to the approved central depository for the General Fund and forward a copy of the deposit slip with support for the deposit, giving explanation and dollar breakdown, to the Accounting Office.