

## **Policies and Regulations**

### **Policy STC 460.1**

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#### **Fiscal Management**

##### **Cash in Buildings**

At a minimum, funds will be deposited on a weekly basis. No employee shall use STC funds for personal purposes or possess STC funds of any kind overnight. If an emergency arises and it is necessary for an STC employee to possess STC funds overnight, he or she must inform a supervising administrator prior to doing so.

In order to avoid leaving large sums of money in STC buildings overnight, to the extent possible no building shall contain more than an amount equal to 33% of its allowable imprest allocation in cash.

#### **RELATED POLICIES/REGULATIONS**

STC 425 - Depository

Regulation		Board Action	(formerly DM-R/STC	07-01-25)
Approved:	11-13-06	34571		
Revised:	09-26-11	36176		
Revised:	05-12-14	36909		