

**POLICIES PERTAINING TO BUSINESS AND SUPPORT SERVICES****STUDENT ACTIVITY FUND ACCOUNTS**

The School requires that Student Activity Funds be maintained in a separate itemized account for each fund, and that monies held on account for such funds be deposited in a Federal or state-chartered bank. Itemized records shall be kept of the receipts into and disbursement out of such funds. Each Student Activity Fund shall have a designated employee sponsor to administer the funds, and who is charged with the responsibility for their proper management. Monies collected by student groups or received for the benefit of a Student Activity Fund shall be disbursed only for purposes authorized by that student organization or activity, and then only upon approval of the sponsor charged with the proper administration of that fund.

**Date Adopted: November 4, 2000**