



NEPN Code: DM-R/STI

Policies and Regulations

Fiscal Management

Cash in Buildings

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

In order to avoid leaving large sums of money in STI 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

DGA/STI - Depository

Regulation		Board Action
Approved:	11-13-06	34571
Revised:	09-26-11	36176
Revised:	05-12-14	36909