



Administrative Regulation 3260

MISCELLANEOUS INCOME

Responsible Office: Office of Business & Finance

REGULATION

1. Monies collected in individual schools or in the Central Office for the sale of school district property, supplies or equipment purchased with school district funds, payments for damages to school district property or fees collected for services or the use of school facilities shall be deposited in the Washoe County School District General Account for credit to the proper school district fund. These deposits shall be made as soon as possible after receipt of the money and, in any case, no longer than one (1) week after receipt of the money.
2. School district personnel collecting such monies shall transmit them, accompanied by a proper transmittal form indicating the purpose for which they were collected, as soon as possible, to the Business Office of the Washoe County School District. The Business Office shall record receipt and purpose for which collected, and deposit them in the Washoe County School District General Account as described above.

IMPLEMENTATION GUIDELINES & ASSOCIATED DOCUMENTS

1. This regulation reflects the goals of the District's Strategic Plan, Envision WCSD 2015 – Investing in Our Future.

REGULATION HISTORY

Date	Revision	Modification
1-09-1968	1.0	Adopted
5-28-1968	2.0	Revised
5-27-1969	3.0	Revised
2-08-1977	4.0	Revised
6-15-1984	5.0	Revised
5-12-1992	6.0	Revised
11-11-1997	7.0	Revised