

### **BANKING AND ARMORED CAR SERVICE**

Armored car service is provided Monday through Friday to deliver money from the colleges to the appropriate banks. Safes are also provided in a central location where money collected during the day or on weekends can be deposited until it is picked up by the armored car service. If during the day cash exceeds \$5,000 within a drawer, the cash should be placed in a safe. If during the day cash exceeds \$10,000 within a drawer, the cash shall be placed in a safe.

No money shall be taken to the bank by District personnel, except as authorized by the Chief Administrative Services Officer or college business directors.