

BUSINESS OFFICE SECURITY

I. Business Office Department

- A. A lock will be maintained on the doors leading into the Business Office Department. The doors shall be closed and locked in the evenings and whenever the Business Office is vacant. The key/combination to this lock will be provided to key Business Office personnel and the Superintendent, Deputy Superintendent of Operations, and other personnel as approved by the Deputy Superintendent of Operations.**
- B. Topeka Public School's (TPS) blank check stock shall be stored in a locked and fire proof file cabinet in the Business Office. This cabinet shall be locked with a key that is kept in a locked box in the General Director of Fiscal Services office. The combination to the locked box with the file cabinet's key shall be in the possession of the General Director of Fiscal Services and the Assistant Treasurer.**
- C. Petty cash shall be stored in a locked safe. The Accountants and Account Clerk II-Accounts Receivable are the only employees who know the combination.**

II. Destruction of Consumer Information

All sensitive data must be securely stored and shredded when no longer needed. TPS will also shred all credit card information obtained for any reason. Shredding will be performed on a schedule determined by each department that possesses such data.

III. General Office Security

During normal business hours, all visitors are required to check in with the receptionist. After hours, a code to the building and a key to the Business Office is required for access to the Business Office area. Keys are issued only to employees of TPS.