

Returned Checks

Purpose

This policy requires that the Superintendent establish procedures for the handling of checks written to the district that are returned for insufficient funds.

Scope

This policy applies to the Superintendent, the Chief Financial Officer and district business office staff responsible for money collections.

Policy

The Superintendent or designee is authorized to develop procedures to handle checks returned for insufficient funds. These procedures may include passing on any charges necessary to recover the amount originally owed plus any fees or penalties imposed by the bank. The Superintendent or designee is also authorized to refuse to accept checks from anyone who has had more than one check returned for insufficient funds.

Related Procedures

6115P1-Returned Checks

Policy Cross References

N/A

Policy Legal References

N/A

Management Resources

N/A

Policy History

Action:	Date:
Approved by the Board	February 19, 2003
Revised	February 17, 2016
Revised	
Revised	

Previous Policy Numbers: 4010 and 6101