
Returned Checks

Purpose

This procedure describes the process by which checks returned for insufficient funds are handled.

Scope

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

Procedure

1. When the district is notified that a check deposited in the district's bank account has been returned for lack of funds, the following will occur:
 - 1.1. The individual who wrote the check will be contacted and immediate reimbursement will be requested, both for the original check amount plus the amount charged the district by the bank and a \$10.00 administrative fee.
 - 1.2. Should restitution be promptly made of both the check amount and fees, future checks will be accepted from that individual or account holder.
 - 1.3. Should restitution be promptly made of the check amount, but not the fees, no further checks will be accepted from that individual or account holder until such fees have been reimbursed. Upon reimbursement of fees, should no further returned checks be received on that account, future checks will be accepted.
 - 1.4. Should prompt restitution of the returned check not be made, regardless of whether assessed fees have been paid, or should the restitution check or re-deposit of the original check result in another returned check, future checks will not be accepted from that individual or account holder for the remainder of the school year in which the first returned check was written. Those persons put on a cash only basis will be notified in writing.
2. The Superintendent or designee reserves the right to refuse to accept checks from any source to protect the financial integrity of Valley School District.

Supporting Documentation

N/A

Document History

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New	February 21, 2003
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