

<b>Category:</b>  <b>5000 BUSINESS</b>	<b>Policy Number:</b>  <b>5355</b>
<b>Policy Title:</b>  <b>Returned Check Policy</b>	<b>Effective Date:</b>  <b>May 18, 2004</b>

**The policy for any check returned for “insufficient funds” or “account closed” is:**

- 1. The maker will be notified in writing or by telephone that the school administration will hold the check until it is picked up and replaced with cash by the maker plus a \$10 fee. The fee may be waived at the discretion of the administrator.**
- 2. If the maker of the check does not replace the check with cash plus the \$10 fee within a reasonable amount of time, the check will be submitted to a collection agency for collection of the amount of the check plus the \$10 fee.**