

CALLEN ISD

RETURNED CHECK POLICY



Effective September 1, 2022, Calallen ISD will be implementing a new Returned Check Policy.

The District no longer contracts with a third party for the collection of returned checks. The burden of collecting payment on returned checks will fall on the Campuses and Departments, with the assistance of the Business Office. It is encouraged for all Campuses and Departments to utilize the District's online payment platform, RevTrak, for all payments to avoid returned checks.

Section 1. General Information

- ❑ Calallen ISD will accept personal checks as long as there is not a returned check on file. The District shall reserve the right to reject future checks from makers of returned checks.
- ❑ **All makers of returned checks will be charged a \$25.00 fee.**
- ❑ The fee is subject to increase based on the District's depository bank service fee schedule for returned checks.

Section 2. District Procedures

- ❑ Upon receipt of returned checks, the District Accountant shall adjust the cash balance of the appropriate account(s).
- ❑ In addition, the District Accountant will inform the Campus Secretary/Campus Bookkeeper regarding the specifics of the returned check.
- ❑ The Campus is responsible for notifying the maker of the check to make payment, including the fee, to the district within ten (10) days.
- ❑ The District will not accept another check as repayment of the initial returned check.
- ❑ **The District will only accept payment on RevTrak as repayment for returned checks.** The RevTrak payment must include the returned check fee, along with the original check amount.
- ❑ If the maker fails to make payment within the ten (10) day period, the Campus shall refer the non-payment to the District Accountant and Director of Finance for initiation of collection and/or legal processes.