

SUBJECT: RETURNED CHECKS

A check returned from the bank for "NOT SUFFICIENT FUNDS:"

- A) A check returned:
 - 1. Upon receipt of the returned check, the district student activity treasurer will notify the activity advisor.
 - 2. The district student activity treasurer will deposit the check a second time. (For record keeping purposes, a separate deposit slip will be made for the depositing of returned checks.)
- B) A check returned for the second time:
 - 1. The amount of the check will be deducted from the activity treasury and the advisor notified.
 - 2. The district student activity treasurer will telephone the maker of the check informing him/her that their check was returned because of "Not Sufficient Funds" and that the check cannot be re-deposited. The treasurer will tell the maker that the district is assessing an additional \$25 service fee to the amount of the check. The maker will also be informed that they have ten (10) business days to make payment, in cash or money order only, to the student activity treasurer.

Additionally, the District student activity treasurer will send a certified letter informing the maker of the above with a copy of this district policy.

- C) If no response from the maker after an additional five (5) business days, the district student activity treasurer will inform the appropriate building principal. At that time, the building principal will contact the maker of the check and inform him/her that if the district does not receive the appropriate funds either in cash or money order, legal action will be taken.
- D) After an additional ten (10) business days, the check will be turned over to the Sheriffs Department for legal processing.

A check returned from the bank for "ACCOUNT CLOSED:"

- A) Upon notice from the bank, the district student activity treasurer will immediately notify the appropriate building principal and will telephone the maker of the check informing him/her that their check was returned because of "Account Closed." The district student activity treasurer will tell the maker that the district is assessing an additional \$20 service fee to the amount of the check. The maker will also be informed that they have ten (10) business days to make payment, in cash or money order only, to the student activity treasurer or legal action will be taken. Additionally, the district student activity treasurer will send a certified letter informing the maker of this district policy.
- B) After an additional five (5) business days with no response, the check will be turned over to the Sheriffs Department for legal processing.

Adopted: 5/24/11

Revised: 5/8/18