

## **RETURNED CHECKS (Non-Sufficient Funds – NSF)**

When the District receives a check from a student or parent that, when deposited, is returned marked “Non-sufficient funds”, the Treasurer in connection with the Business Office and related departments shall provide an opportunity for the payer to make proper payment or to arrange for a satisfactory payment schedule. See attached procedure. The Treasurer is authorized to assess a service charge of \$20.00.

### **District Procedures for NSF Checks**

1. If a check is returned unpaid by one of the District’s official depositories, the Senior Account Clerk/Treasurer in the Business Office or the Central Treasurer will contact the appropriate department or building principal. The department, principal or his/her designee shall call the check writer. The check writer will be provided forty-eight (48) hours to pay the amount of the check, as well as the assessed service charge. The amount will be paid in the form of cash, cashier’s check, certified check, money order or online if applicable.
2. If the check writer was called and did not respond, a letter will be sent via certified U.S. Mail.
3. If the payment is received, the funds should be deposited and the deposit slip and revenue transmittal form should note the repayment of the NSF check.
4. If payment is not received within thirty (30) days of the letter, documentation of non-collection shall be forwarded to the Assistant Superintendent for Business and Operations or his/her designee to take appropriate action to recover the funds in accordance with applicable law.

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**Returned Checks Policy (Non-Sufficient Funds - NSF) (Continued)**

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