**San Bernardino County Superintendent of Schools**
**Policy 3411**

# Returned Checks

When the San Bernardino County Treasurer's Office or the appropriate bank identifies that a deposited check has not cleared the initiator's bank, Internal Business Services will make every effort to resolve the issue, including but not limited to Small Claims Court.

An additional $25 processing fee will be added to the charges. If 30 days pass and no contact is made, possible Small Claims Court action will be taken.

For checks submitted by San Bernardino County Superintendent of Schools employees which are returned by the bank as having insufficient funds, an invoice will be generated by Internal Business Services at the end of each month for reimbursement of the face amount of check plus a $25 processing fee. The date of the invoice starts a 60-day waiting period in which the employee is expected to remit the balance due. At the end of the 60 days, the unpaid portion will be deducted from the employee's pay warrant.

*Approved: August 24, 1993*
*Revised: March 5, 2002*
*Revised: May 1, 2003*
*Revised: December 17, 2024*

Date Approved _____

Ted Alejandre
County Superintendent of Schools
San Bernardino County, California

By _____