

**RETURNED CHECKS**  
(Non-Sufficient Fund - NSF)

When the District receives a check from a student or parent that, when deposited is returned marked "Non-sufficient funds", the Treasurer shall provide an opportunity for the payor to make proper payment or to arrange for a satisfactory payment schedule. The Treasurer is authorized to assess a service charge not greater than the amount charged by the District's financial institution. If payment is not received within thirty (30) days, the payment schedule is not adhered to or the monies do not appear to be collectible, the Board authorizes the Treasurer to remove the fee or charge from the District's Accounts Receivable and to take appropriate action to recover the funds through Small Claims Court.

District procedures for NSF Checks:

1. Non-sufficient fund checks will be submitted for payment twice.
2. If the bank returns the check after the second submission, the Treasurer's Office will "write off" the amount from the appropriate account.
3. The building secretary will receive a copy of the NSF check and should send a letter requesting replacement of the funds and service charges.
4. If repayment is received, the building secretary should deposit and then send the deposit slip and the revenue transmittal form, noting the repayment of the NSF check, to the Treasurer's Office.
5. If repayment is not received within 30 days of the letter, documentation of non-collection needs to be forwarded to the Treasurer's Office to take appropriate action to recover the funds.

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