

Operational Services

Administrative Procedure - Insufficient Fund Checks

The following will occur whenever any individual writes a check to the District which is not honored upon presentation to the respective bank or other depository institution for any reason:

1. It is written into the bank agreement that the district is not charged for returned checks.
2. Before the payroll supervisor returns the check to the school, he/she will call the bank to see if the check will clear. If the check will clear, he/she goes to the bank to collect the money and re-deposit.
3. If the check does not clear from the bank, the payroll supervisor will return the check to the building principal, who will be responsible in contacting the writer of the check to report that the check is returned. The principal will also be responsible for follow up to determine if monies are in the bank in order to run the check through a second time, or in getting the cash from the writer of the check.
4. If the returned check was for payment of lunches and there is no money in the student's account, the principal must notify the parent.
5. The principal should keep a list of people who have written returned checks to the District. After three (3) checks are returned without sufficient funds, the principal will notify the parent that the District will not accept personal checks from them for the remainder of the school year.

ADOPTED: August 17, 2011