

BAD CHECKS

When the District receives a check from a student or parent that, when deposited, is returned marked “insufficient funds”, the Treasurer shall provide an opportunity for the payer to make proper payment or to arrange for a satisfactory payment schedule.

NSF Check Procedure

When the Treasurer’s Office receives notice from the bank of an NSF check, the following procedures are to be followed:

1. The Treasurer’s Office will notify the appropriate staff member (secretary, latchkey team leader, cafeteria manager) that a NSF check has been received. Sending the notice along with the NSF check to the staff member does this notification. A photocopy of the notice and check are kept in the Treasurer’s Office.
2. The appropriate staff member contacts the individual submitting the check that the NSF notice has been received and requests that payment for the NSF check be made in cash, along with a fee that is charged to the district by the bank. When the individual makes payment, the NSF check is returned to that individual. If the individual fails to make payment, the NSF check, along with the notice from the bank, is placed in the student’s permanent record. No report cards, diplomas or student records will be released until payment has been made for the NSF check.
3. When payment is made, the money for that payment is deposited by the appropriate staff member, along with the NSF fee.
4. The NSF check listing is updated in the Treasurer’s Office and kept in the NSF file. If an individual habitually passes NSF checks, payment for future fees, lunches, latchkey fees, etc. are encouraged to be made by cash or money order.

[Adoption date: February 20, 2003]

CROSS REFS: JN-R, Student Fees, Fines and Charges