

**SERIES 600
FISCAL MANAGEMENT**

Administrative Rule 661.2

PROCEDURES FOR HANDLING RETURNED CHECKS

If a personal check is returned because of non-sufficient funds, or any other reason, the following shall apply:

1. Bank service fees incurred as a result of returned checks shall be charged to the payor. Attempts shall be made to contact and collect on lost revenues of both the amount tendered on the check and any bank service charge incurred.
2. The party concerned shall be contacted by email and/or phone (if possible) and asked to correct the matter, including reimbursement of any bank service charge incurred by the district.
3. If the matter is not corrected, a letter shall be sent to the individual concerning the returned check. District personnel shall allow four weeks for a response regarding the matter.
4. If the matter has not yet been rectified, the check shall be submitted to the bank for payment a second time in attempt to collect the transaction amount.
5. If the matter regarding the check is unresolved, administration has authority to either dismiss the matter or file a police report pursuant to the applicable village ordinance.

The district may, at the discretion of administration, require that payors who have returned checks which have not been resolved, pay for future items via cash or credit card. A NO Check List shall be maintained and shared with applicable staff to identify individuals/payors of concern. Efforts will be made to not deprive any student of educational programming requiring the payment of a fee or resolution to outstanding check payment issues.

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