

SCHOOL DISTRICT OF BAYFIELD

ACCEPTANCE OF PERSONAL CHECKS

The Board of Education shall permit individuals to use personal checks for the transaction of business with the district. However, personal checks will not be accepted for cash. If a personal check is accepted by the district and the check is returned for non-sufficient funds, account closed or any other reason, the following procedures shall be followed:

1. When a check is returned to the district for insufficient funds, the check will be re-submitted to the bank for payment.
2. If the check is returned again, the business manager or designee shall notify the check maker and request that payment be made immediately.
3. If the matter is not resolved, a certified letter shall be sent to the check maker indicating that all legal options will be utilized in securing payment for the bad check.
 4. If the matter is still unresolved, the check shall be forwarded to the proper authorities for collection. At no time shall the district expend funds in collecting the unpaid check that exceeds the original amount of the check itself.
 5. If a check received from a pupil or on his/her behalf must be written off as uncollectible, its value and all expenses incurred in collection efforts shall be added to the pupil's outstanding fine records. The District will not issue a drivers education completion certificate to a pupil with past due funds. No pupil can participate in a graduation ceremony unless all account balances have been paid.
 6. The District will not accept a personal check from anyone for any goods or services if that person has an unredeemed returned check. The District reserves the right to refuse to accept a personal check, if that individual has issued two checks that are returned to the district during any school year.
 7. The finance manager shall maintain a record of all returned checks, including the ultimate disposition of the checks.

APPROVED: May 12, 2008