

NON-SUFFICIENT FUND CHECKS

The Board shall permit individuals to use personal checks for the transaction of business with the school district. If such checks are returned for non-sufficient funds, however, the following shall apply:

- a. Anyone writing a check to the School District of Jefferson which is returned, must pay the service charge assessed to the District by the bank, plus an additional \$15 to cover bookkeeping costs. The bookkeeping charge may be waived by the Director of Business Services if the error was caused by a financial institution and the appropriate documentation is submitted.
- b. After the second non-sufficient fund check has been received, the district may require cash payment for the remainder of the school year.
- c. Names of repeat offenders will be placed on a confidential list to be distributed to the appropriate school buildings with instructions to accept no further checks from those named.
- d. The district will not accept any post-dated checks.
- e. Any bank service charges incurred by the district on food service deposits will be automatically deducted from lunch account balances.

ADOPTED: May 20, 2002

REVISED:

LEGAL REF.:

REVIEW DATE: February 29, 2012