

## **Operational Services**

### **Administrative Procedure - Insufficient Fund Checks**

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

1. The Superintendent or designee will contact the individual by telephone as soon as the check is returned to the District. The individual will be asked to pay the returned check and the \$25.00 returned check fee.
2. If the amount due is not paid after initial contact, the Superintendent or designee will send a letter by certified mail, return receipt requested, demanding payment within 30 days of mailing the letter, and shall include notice of liability for the costs and expenses.
3. If the amount due is not paid within 30 days of mailing the demand letter, the Superintendent or designee will contact the school attorney for further collection action.