



# Administrative Procedure

Category:	Procedure:	
<b>Fiscal Management</b>	<b>Returned Checks</b>	
Descriptor Code:	Issued Date:	Revised Date:
<b>AP-D-150-2</b>	<b>August 2001</b>	

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Checks returned to the school bookkeeper will be collected by the school bookkeeper. If the school ascertains that it cannot recover the funds, it may be forwarded to the KCS Finance Department for assistance in collection of the funds. School checks that are not made good will be returned to the school for their audit records. All Food Service returned checks will be forwarded to the Finance Department for collection. There will be a returned check fee of \$15.00 per check.

After checks are received by the Finance Department, a letter will be written and mailed to the individual who issued the check. A letter will be issued by the Finance Department instructing the individual on the procedure for retrieving the check. The check must be replaced either with cash or a money order, including the bad check charge of \$15.00. This payment must be brought or mailed to the Finance Department, 16th floor, AJ Building.

If the check is not made good within ten (10) business days, the grades, grade cards, diplomas and/or transcripts may be held. Until the check is made good, the bookkeeper and the cafeteria manager will be notified not to accept checks from that individual. Once the check has been made good, the hold will be released. If payment is not received, another letter will be sent (return receipt requested) to inform the individual that the (appropriate) school has been notified and all grades, records, diploma and/or transcripts will be held until the returned check has been paid.

The Finance Department will notify both the individual issuing the check and the school in writing. The school will then be asked to acknowledge this request.

Once the returned check has been made good, the Finance Department will notify the school in writing to release the hold on the grades, grade cards, diploma and/or transcripts. The school will be asked to acknowledge the release of all records.

At the end of the fiscal year, any checks not made good from the Food Service account must be taken from the General Purpose School Funds. Food Service cannot suffer a loss from returned checks.

Questions should be directed to the Finance Department at 594-1676.