

PERSONAL CHECKS & RETURNED CHECK **GUIDELINES**

AT COLLECTION POINT

- Checks accepted should be for a specific purpose and should be for a specific amount. Checks which are in excess of the amount due (i.e., cash given back to the check writer) **MUST NOT** be accepted.
- District personnel (sponsors, office managers, coaches, etc.) accepting checks (at collection point) must ensure that they record on the front of the check being received:
 1. The check-maker's driver's license number and date of birth;
 2. The check-maker's home/work/cell number.
- Temporary Checks must not be accepted.
- Post-dated checks will not be accepted.
- Checks drawn on foreign banks (outside the U.S.) will not be accepted.

DEPOSIT PREPARATION

- The campus office manager/business agent is responsible to include information on all checks received:
 - **The Office Receipt # must be written on the bottom-left corner, on the Purpose section of the check.**

NON SUFFICIENT FUNDS (NSF) CHECKS

- All returned checks will be processed by the Financial Services Division. The office manager/business agent will receive notification of the returned check as well as a copy of the NSF check.
- It is the office manager/business agent's responsibility to inform all sponsors of any returned check(s) and advise them that under no circumstances should additional checks be accepted from that individual until further notice from the Financial Services Accountant.
- If the check-maker attempts to pay the returned check at your campus, they should be directed to the Financial Services Division for payment – **DO NOT accept any payments from the individual at your location.**

- The Financial Services Accountant will notify the campus upon receiving payment of the NSF check.
- Canutillo Independent School District will comply with the El Paso County Attorney's suggestions illustrated in the "HOW TO DEAL WITH HOT CHECKS" brochure.

COUNTY ATTORNEY'S POSTERS

The campus office manager/cafeteria manager must ensure that the County Attorney's *hot check and returned check fee* posters, provided by the District, are placed in a highly visible area. These posters should be placed in an area close to where the cash is received. Call the Financial Services Accountant if you need these posters.