

POLICY 3313
NON-SUFFICIENT FUNDS CHECKS (NSF)

The Executive Director of Business Services shall have the authority to declare a receipt to the District to be voided in the event it is the result of a “non-sufficient funds” (NSF) check received by the District.

LEGAL REF.: NONE

CROSS REF.: 3280 Student Fees, Fines and Charges
3310 Depository of Funds

ADMINISTRATIVE REGULATIONS: None

AFFIRMED: April 9, 1991

REVISED: February 24, 1998
October 28, 2003
December 18, 2007

RULE 3313
NON-SUFFICIENT FUNDS CHECKS (NSF)

The Executive Director of Business Services will be responsible to the Superintendent for handling all “non-sufficient funds” (NSF) checks and recording such in the financial records of the District.

The Accounting Manager will promptly investigate uncollectible checks with the issuer.

The maker of uncollectible checks may be required to pay in cash or certified check in future payments to the District.