

## **660     NON-SUFFICIENT FUND CHECKS**

When the School District receives a check from a student or parent/guardian that, when deposited, is returned marked “insufficient funds,” the collection of payment from the student or parent/guardian shall be handled in accordance with procedures established by the Business Office. Payment is to include a service fee charge. This fee will be based on the fees charged by the School District’s banking institution. After a second non-sufficient fund check has been received, the School District may require cash payment for the remainder of the school year. If monies remain uncollected, the School Board authorizes the Business Manager or designee to file a claim with small claims court, utilize the services of a collection agency, seek legal counsel, or utilize any other legal means to secure collection.

Approved: November 14, 2022