

# PENN MANOR SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

APPROVED: November 15, 2012

REVISED:

## 608-AR-1. INSUFFICIENT FUND CHECKS

The Business Manager is responsible for collecting the maximum fee authorized by state law for returned checks written to the district that are not honored upon presentation to the respective financial institution for any reason.

The Superintendent is authorized to contact the district solicitor whenever necessary to collect the returned check amount, fee, collection costs and expenses, and interest.

### Procedure

The following steps will be taken whenever an individual writes a check to the district that is not honored upon presentation to the respective bank or other depository institution:

1. The Business Manager 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 amount of the returned check and the maximum fee authorized by state law for returned checks.
2. If the amount due is not paid after initial contact, the Business Manager or designee will send a letter by certified mail, return receipt requested, demanding payment within thirty (30) days of mailing the letter.
3. If the amount due is not paid within thirty (30) days of mailing the demand letter, the Business Manager will inform the Superintendent.
4. The Superintendent will contact the district solicitor for further collection action.