

# PENN MANOR SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

APPROVED: November 15, 2012

REVISED:

## 608-AR-2. NOTICE OF RETURNED CHECK

Date: \_\_\_\_\_

Dear \_\_\_\_\_  
(Name of Parent/Guardian)

This is to inform you that the check you submitted to the district for payment, check number \_\_\_\_\_, dated \_\_\_\_\_, drawn on account number \_\_\_\_\_ with the following banking institution, \_\_\_\_\_, has been returned for the following reason:

- Insufficient funds
- Uncollected funds
- Closed account
- Other, as specified \_\_\_\_\_

The district submitted this check for payment, and the check was returned. Please send cash or a money order in the amount of \$\_\_\_\_\_ to clear the bill. This amount includes the amount of the payment and the fee for processing. The district will return your check upon receipt of this amount. If you have any questions, please contact me at the following number:

\_\_\_\_\_  
(School Telephone Number)

If you have not contacted me or submitted the amount indicated in this correspondence within thirty (30) days from the mailing date of this letter, I will recommend to the district solicitor to pursue appropriate legal action.

Sincerely,

\_\_\_\_\_  
Business Manager