

Sparta Area School District

Article 167 - Returned Checks Policy

Individuals shall be allowed to use personal checks for the transaction of business with the school district. If such checks are returned for non-sufficient funds, account closed, refer to maker, etc., the following shall apply:

1. A service charge will be assessed for each returned check. The charge will be set at \$15.00 *per check*.
2. After two returned checks have been received, the district will require cash payment for any further transactions of business. The names will be placed on a confidential list to be distributed to the appropriate school buildings with instructions to accept no further checks from those named for the remainder of the year.
3. When collection efforts fail to result in payment of the returned check, the Director of Business Services will consider other options including, but not limited to, small claims court.

Legal Reference:

Cross Reference:

Adopted: April 25, 2000

Revised: November 23, 2004