



ASUB Standard Operating Procedure – 2103

Standard Operating Procedure Synopsis

Title: **RETURNED CHECK PROCEDURE**

Approval Date: December 15, 2021

Revision Date, if applicable:

Review Date(s): September 14, 2022; September 6, 2023

Annual Review Month: September

Responsible Officer (RO): Vice Chancellor for Finance and Administration

Standard Operating Procedures Manager (PM): Associate Vice Chancellor for Finance

A. Purpose and Scope

This standard operating procedure outlines the process for handling returned checks.

B. Definitions

C. Procedures

When a check is returned for non-sufficient funds:

1. The bank will send notification of funds being returned and indicate the reason for return. This notification will be received in the business office.
2. The business office will send a letter to the check writer indicating that their check was returned and that they need to remit payment to the college via credit/debit card or cash. The check writer will also be charged a \$35 returned check fee.
3. All future payments from the check writer must be credit/debit or cash. Checks will no longer be accepted.

D. Related Information
