



ASUB Standard Operating Procedure – 2103

Standard Operating Procedure Synopsis

Title: RETURNED PAYMENT PROCEDURE

Approval Date: Dec. 15, 2024

Revision Date, if applicable: Oct. 17, 2025

Review Date(s): Sept. 14, 2022. Sept. 6, 2023; Sept. 25, 2024

Annual Review Month: September

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

Standard Operating Procedures Manager (PM): Director of Business Operations

A. Purpose and Scope

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

B. Definitions

Payments – checks, ACH, and other electronic means.

C. Procedures

When payment 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 payee indicating that their payment was returned and that they will need to remit payment to the college via credit/debit card or cash. The payee will also be charged a \$30 returned payment fee.
3. All future payments from the payee must be credit/debit or cash.

D. Related Information
