



ASUB Standard Operating Procedure – 2103

Standard Operating Procedure Synopsis

Title: **RETURNED CHECK PROCEDURE**

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Revision Date, if applicable:

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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 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
