

SUBJECT: Personal Check Cashing

College employees' and students' personal checks may be accepted by the Cashier's Office for an amount not to exceed \$25.00. Personal checks for cash only are limited to \$25.00 per day. Personal checks for cash exceeding \$25.00 must be submitted to the Business Office and will be cashed if funds are available.

A charge will be assessed on checks returned by the bank because of insufficient funds or account closed. Checks returned because of insufficient funds will not be resubmitted for payment more than once. Unhonored checks must be reclaimed from the Business Office with cash or money order for the amount of the check plus the ten dollar service charge within three days after receipt of notification.

Returned checks will be considered indebtedness to the College and policies applicable to such shall apply. An employee whose checks are repeatedly returned by the bank shall be subject to denial of check cashing privileges or other appropriate action.