

DeForest Area School District  
Administrative Regulation

<b>TITLE:</b> <b>NON-SUFFICIENT FUND CHECKS</b>	<b>NUMBER: AR 9.7(24)</b>
<i>Executive Limitation: EL 9, Asset Protection (9.7 – Fund Management Practices)</i>	
<b>Recorded as Administrative Regulation:</b> <i>Established: 3/8/04      Revisions:</i>	
<b>Origin as Board Of Education Policy: Fiscal Management 685</b> <i>Established: 9/28/93      Revisions: 2002</i>	

The District shall permit individuals to use personal checks for the transactions of business with the school district. If such checks are returned for non-sufficient funds, the following shall apply:

1. A service charge of \$20.00 will be assessed each individual who write a non-sufficient fund check.
2. After repeated non-sufficient fund checks have been received from an individual, the district will require cash payment from that individual until approval by the Director of Business & Auxiliary Services.

**Reference:**

Board Policy, EXECUTIVE LIMITATIONS, Asset Protection