

# CHECK ACCEPTANCE PROCEDURES

Parents should be advised regularly, through campus/department handouts about BISD's Check Acceptance Procedures and that checks sent to BISD for fundraisers, instrument repairs & supplies, club functions, lunch accounts etc. must have Acceptable Check information. Checks that are missing information will not be taken.

BISD Check Acceptance Policy is as reads: In the unlikely event that your check is returned unpaid by your bank, we may redeposit your check electronically. Additionally, you understand and agree that we may collect a returned check fee of \$30.00. The use of a check for payment is your Acknowledgement and Acceptance of this policy and terms.

- Checks will be accepted only for the amount of purchase.
- Post dated checks are not acceptable.
- An Acceptable Check should contain:
  - Name
  - Address
  - Phone number
  - Drivers License number
- Checks are deposited daily via desktop (electronic) deposit.
- A certified letter from the District will be sent regarding returned checks.
- If check is not paid within 10 working days of notice from District, the check will be turned over to the County Attorney for collection.