

Book	Policy Manual
Section	6000 Finances
Title	Copy of RETURNED CHECKS ok CP
Code	po6151
Status	
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6151 - **RETURNED/OUTSTANDING-STALE CHECKS**

When the District receives a check from a student or parent that, when deposited, is returned marked "insufficient funds", the ~~Chief Finance and Business Services Officer~~ **Assistant Superintendent of Operations** shall provide an opportunity for the payer to make proper payment or to arrange for a satisfactory payment schedule. If payment is not received within thirty (30) days, the payment schedule is not adhered to, or the monies do not appear to be collectable, the Board authorizes the ~~Chief Finance and Business Services Officer~~ **Assistant Superintendent of Operations** to take appropriate action against the student and/or the parents. The parent or student may be charged any cost charged by the District's banking institution for a returned check.

Outstanding (Stale Dated) Checks - Unclaimed Property Process

Checks that are outstanding, meaning they have not been cashed by the payee, after the period of time established by the banking institution for the validity period of the check shall be deemed to be a "stale" check. Any stale check shall be treated as unclaimed property consistent with the guidance provided by the Wisconsin Department of Revenue's (WI DOR) "Unclaimed Property Holder Report Guide" for locating the owner and/or remitting the unclaimed property to the WI DOR.

T.C. 6/13/22

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