

GRAYS HARBOR COLLEGE
Administrative Procedure

Subject: PAYMENT BY PERSONAL CHECK

Page 1 of 1

Administrative Procedure Number: 504.02

Date adopted: 3/1/78 Revised: 7/20/88, 3/01, 4/25/06, 4/27/10

Since the cost of processing "non-sufficient funds" checks is substantial, the following procedure will be followed in accepting personal checks:

1. Any employee may refuse to accept a personal check for any reason judged by the employee to be reasonable.
2. Only checks written for the exact payment amount will be accepted.
3. A fee shall be levied and collected from any person who submits a check which is returned as "not payable" by the bank. Refer to the current Fee, Waiver and Fine Schedule for NSF checks.