

UNCOLLECTED NON-TAX REVENUE

Collecting Funds on Unpaid Debts including Dishonored Checks

Initial efforts by telephone call to collect a bad check or unpaid debt should be made by the school, school group or club, or department involved. If such efforts fail after ten calendar days, the bad check or unpaid debt shall be referred to the Fiscal Department. If the debt or dishonored check arises from student fees, fines or charges under to Policy 3520 and Procedure 3520P, the collection efforts must comply with the requirements of that Policy and Procedure before referral to the Fiscal Department.

The Fiscal Department will notify the debtor or check writer in writing (including email or regular mail) informing them that their debt is unpaid, or check has been dishonored and request payment by check with sufficient funds, cash, or money order within ten business days, remitted to the Fiscal Department. The written shall further advise the debtor that unless paid in full within 30 days, the debt will be referred to the District's designated collection agency, which may result in additional fees charged to the debtor.

The District reserves the right to accept only cash or money order payment from persons who have outstanding dishonored checks for which no replacement payment has been received.

Exceptions to this procedure may be made by the superintendent or designee consistent with the provisions of Board Policy 6119.

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