

RE: Returned Check policy

Due to the high number of checks returned to the school for insufficient funds the Nowata Board of Education has adopted the following policy which will take effect October 10, 2017.

- First incident – You will be contacted by the Superintendent’s office and given 5 business days to come pick up the check and you must pay the outstanding amount in cash at that time. No more checks will be accepted from the person in question until the outstanding amount is paid.
- Second incident- You will be contacted by the Superintendent’s office and given 5 business days to come pick up the check and you must pay the outstanding amount in cash at that time.

AFTER THE SECOND INCIDENT THE SCHOOL WILL NO LONGER ACCEPT CHECKS FROM THE PERSON IN QUESTION FOR THE REMAINDER OF THE SCHOOL YEAR.

The school will also partner with a third party vendor to assist in recovery of any outstanding balances due to bad/returned checks. This recovery effort will charge a Fee and that process will be between the third party vendor and the individual. The school will not be able to waive the fee or change the recovery process. The Fee charged for any single check will be limited to no more than \$20.

Leon Ashlock
Superintendent
Nowata Public Schools