

FOREST VIEW ELEMENTARY
RETURNED CHECK POLICY

Written August 2016

Approved at PTA/Steering meeting on Sept. 6, 2016

The Forest View Elementary PTA recognizes the tremendous financial support given by our parents. We understand that occasionally people will have to deal with economic issues that result in a returned check. At the same time, we are a volunteer non-profit organization and must protect our assets for uses that are permissible under our charter.

If a check is returned by a financial institution for any reason, a charge will be assessed by the bank. All returned checks and returned check fees must be paid within 2 weeks of notification by the PTA by cash or certified check.

The name of any insufficient fund check writers will be entered onto a Returned Check List maintained by the PTA Treasurer. The Forest View PTA will not accept a check from any person who has previously presented two checks that were returned for any reason.