

PLC at M-DCPS PTA POLICIES AND PROCEDURES

BOUNCED CHECK POLICY

POLICY

The PLC at M-DCPS PTA welcomes the use of personal checks to purchase PTA items or pay for PTA events. In order to ensure that all of the money raised by the PTA is used towards the PTA's budget-approved goods, services and fund-raising goals, the PTA adopts this Bounced Check Policy.

PROCEDURE

1. The credit union, bank or other financial institution in which the PTA maintains its checking and savings account shall be instructed to notify the PTA in advance of depositing any check if there is insufficient funds so as to minimize any penalties or fees.
2. The individual who generated the check with insufficient funds (hereinafter "the individual") shall be contacted regarding the matter. In an attempt to make the PTA whole, the individual shall be asked to pay the amount of the original check plus any fees or penalties incurred by the PTA. Such payment shall be made with cash, money order or cashier's check only.
3. The individual shall be advised that all future payments to the PTA shall be made only with cash, money order or cashier's check. Personal checks will no longer be accepted from this individual.

This Policy was approved by the membership on October 23, 2012.



Recording Secretary