

**CHECK ACCEPTANCE AND RETURNED CHECK POLICY
LANCER PARENT EDUCATOR PARTNERSHIP
OCTOBER 1, 2015**

Article I – Purpose

The purpose of the check acceptance and returned check policy is to protect Lancer Parent Educator Partnership's (LPEP) financial interests against lost revenue and bank fees due to returned checks, stop payment checks, or non-sufficient funds and inform check writers of our check acceptance policy and procedures.

Article II – Background

LPEP relies on parent and community donations and purchases from fundraising activities to operate. Returned checks, particularly payment for fundraising products, can be costly. In most cases, LPEP must issue full payment on fundraising products regardless of whether we are able to collect from the buyer.

LPEP understands that banking mistakes can and will happen and will work with the payor to obtain full payment plus the cost of convenience and/or court fees as outlined in this policy.

Article III – Check Acceptance Guidelines

LPEP will accept checks that meet the following check acceptance criteria:

1. The check includes name, address, and telephone number of the person signing the check.
2. Checks must be written with the current date. No post-dated, pre-dated, or future-dated checks are acceptable.
3. The check is made payable to Lancer Parent Educator Partnership or LPEP.
4. The check writer is responsible for paying any bank charges as well as a nominal convenience fee in addition to the original amount of the returned check.
5. LPEP reserves the right to require cash only from repeat offenders, those who do not pay restitution, and those who do not pay restitution in a timely manner.

Article IV – Returned Checks/Insufficient Funds (NSF)

1. If a check is returned for insufficient funds, the following business day, LPEP's bank will attempt to resubmit.
 - a. If the check clears on the second attempt, the check writer will be notified and will be responsible to pay LPEP an NSF fee of \$15 (check or cash) within 14 days of receiving notice.
 - b. If the check does not clear on the second attempt or is returned for a reason other than NSF, the check writer will be notified and will be responsible the face value of the check as well as an NSF fee of \$15 (money order or cash only) within 14 days of receiving notice.

2. If LPEP does not receive repayment of an NSF item and/or fees or LPEP receives multiple NSF checks from the same party, regardless of repayment, LPEP reserves the right to no longer accept checks from that party. The affected party will receive written notice of this decision.

Article V - Notice

1. The LPEP Treasurer will be responsible for notifying the check writer of returned checks either by phone or in writing. Any communication will be documented to include:
 - a. Date/Time of Contact
 - b. Name of Person Contacted
 - c. Copy of any written communication or supporting documentation (returned check)
2. Written notice will include the following:
 - a. Check number, amount of the check, date of the check, and payee name.
 - b. Arrangements to make payment on the returned check to include the check amount, fees, and method (cash or money order), and where (school or US Mail).
 - c. Date repayment is due (14 days).

Article VI – Executive Board Action

The LPEP Executive Board reserves the right to pursue some or all of the following actions:

1. Decide whether an extension of time for repayment would result in an amicable resolution for both LPEP and the check writer and if appropriate notify the check writer of the extension.
2. Notify the check issuer of non-payment and that checks will no longer be accepted for any reason.
3. Decide whether or not to pursue legal action.

Should any financial situation arise that is not specifically addressed in this policy, the LPEP Executive reserves the right to take appropriate action on a case-by-case basis.