

Non-Sufficient Funds (NSF) Checks Procedures

Bowling Green City Schools

To establish procedures for non-sufficient funds checks:

The Food Service Director is charged with the overall responsibility to oversee the non-sufficient funds process for checks written for food service and delegate the implementation to the individual cafeteria managers.

Once a NSF notice has been received from the bank, the following procedures are implemented:

1. The Treasurer's Office will notify the Food Service Director when a check written for food service is returned for NSF.
2. The Food Service Director will check the student account balance. She will call the parent/guardian to inform them their check has been returned for NSF and she will remove any funds available to cover all or part of the amount of the check unless it is made good in 24 hours.
3. The Treasurer's Office will send a letter to the parent(s)/guardian informing them that they received notice from the bank regarding their account and the amount of money due. The parent(s)/guardian is required to pay the amount due by cash or money order at the Central Administration Office within 30 days. Once 30 days has expired, the student's lunch account will be debited for the balance of the NSF.
4. The Food Service Director and/or Treasurer's Office will notify the cafeteria of the child's status. The cafeteria manager or cashier will place a "NO CHECK" message on the student's account, which will display on the register as a visual reminder for the cashier.
5. If a check is given to the school cafeteria on a blocked check account, the check will be sent to the Treasurer's Office. A letter will be sent to the parent(s)/guardian reminding them that they still owe money and payment must be in the form of cash or money order.