

Check Policy

Susquehanna Township School District Food Services

► **Payable to:** Please make checks for school meals payable to the *Susquehanna Twp. School District (STSD) Food Services*.

► **ReSubmitIt:** By using a check for payment, you agree to the following terms: In the event your check is dishonored or returned for any reason, you authorize us to electronically (or by paper draft) re-present the check to your bank account for collection of the amount of the check, plus any applicable fees as permitted by state law. We use ReSubmitIt (866-860-5906) to facilitate this process for our department.

► **Policy:** Upon receipt of a check returned for insufficient funds, the Foods Services Director will notify the signer via registered or certified mail with a copy sent standard mail of their responsibility to make restitution. The signer of the returned check will be given fifteen (15) days from the date of the registered or certified letter to make good the amount of the check plus a \$20.00 insufficient fund fee in cash, money order, or a cashier's check to the Food Services Department. Failure to make restitution to the Food Services Department in the allotted fifteen (15) day time period will result in the filing of a private criminal complaint with the District Justice.

Persons having more than one check returned for insufficient funds and those convicted of a bad check offense by the District Justice will no longer be permitted to submit checks for their children's lunches for one full school year.

Written documentation of bank error will constitute an exception to this policy, provided a criminal complaint was not filed with the District Justice.

Approved by the Board – May 19, 2003

Amended by the Board – July 28, 2003