

GRAYS HARBOR COLLEGE
Administrative Procedure

Subject: PAYMENT BY PERSONAL CHECK

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Administrative Procedure Number: 504.02

Date adopted: 3/1/78 Revised: 7/20/88, 3/01, 4/25/06, 4/27/10, 3/20/2020

The cost of processing a "non-sufficient funds" check is substantial; the following procedure will be followed in accepting personal checks:

1. Photo I.D. must be presented when writing a personal check.
2. Only checks written for the exact payment amount will be accepted.
3. A fee shall be levied and collected from any person who submits a check which is returned as "not payable" by the bank. Refer to the current Fee, Waiver and Fine Schedule for NSF checks.