

Accepting Checks

Parents should be advised regularly, through campus/department handouts about the PISD Check Acceptance Policy and that checks sent to PISD for fund-raisers, instrument rentals, club functions, lunch tickets etc. must have Acceptable Check information. Checks that are missing information will not be taken.

PISD Check Acceptance Policy is as reads: In the unlikely event that your check is returned unpaid by your bank, it is automatically sent to a contracted collection company for collection. Additionally, you understand and agree that the collection company may collect a returned check fee of which \$5.00 is returned to PISD along with 100% of the collected item. The use of a check for payment is your Acknowledgement and Acceptance of this policy and terms.

- Checks will be accepted only for the amount of purchase.
- Post dated checks are not acceptable.
- An Acceptable Check should contain:
 - Name
 - Current Address
 - Current Phone Number
 - Driver's License number (if available)
- Temporary checks should not be accepted. Any temporary checks given to the campus bookkeeper will be returned to the sponsor since they cannot be deposited.
- If a check is returned by PayTek as unworkable due to missing or incorrect information, a copy will be sent to the bookkeeper. The campus/department will then be responsible for making arrangements to collect the funds.
- Checks must be deposited within a week.
- Campuses must display stickers identifying the contracted collection company.
- Checks must be endorsed on the back with the school name and bank account number. For Activity Funds (Campus and Student), the group account name and number should also be included on the endorsement (e.g. Class of 2014, Student Council, SAF #210, etc.).

*** * * NOTE: Checks more than 3 months old cannot be deposited. * * ***