

Returned Checks (NSF's)

Pflugerville ISD has contracted with PayTek for the collection of all returned checks. Under this contract, the District's depository bank sends all returned checks directly to PayTek. PayTek handles all aspects of collecting these checks and returns 100% of the collected item plus a \$5 fee to Pflugerville ISD.

Pflugerville ISD's procedures under the PayTek contract include:

1. Posting notice to the public that the District uses PayTek to collect returned checks. Notices should be posted by the main entrance and in the cafeteria. Notification stickers are provided by PayTek and are available from the Finance Department.
2. Endorsing the back of each check with the school name and bank account number. For Activity Fund accounts (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.)
3. Ensuring that the front of the check clearly shows the check writer's **name, address, phone number, and driver's license number** (if available). **Temporary checks should not be accepted.**
4. **The campus should NOT collect for returned checks as this could cause paid items to be inadvertently forwarded to the collection company.** Refer the individual to PayTek.
5. The Finance Department will obtain all returned checks information from PayTek and post them to the appropriate fund account.
6. Any collections received for funds other than Student Activity will be deposited and posted to the appropriate fund by the Finance Department. Collections received for Student Activity Funds will be sent to the campus for deposit and posting to the appropriate student activity account, with the Finance Department keeping a copy.

Unworkables

Unworkables are specifically NSF checks that cannot be actively pursued for payment for a number of reasons, but primarily due to missing information. To assist in the collection effort, criteria have been established which defines an "[Acceptable Check](#)".

The Finance Department will send a copy of the unworkable check from the check collection company to the campus. Any write-offs are posted to the appropriate account by the Finance Department. Activity fund sponsors should be notified of the deduction to the account.

Campuses may be asked to assist in the collection efforts by providing updated addresses or phone numbers when needed. Questions should be directed to the Finance Department.

Counterfeit Bills

Pflugerville ISD will be contacted by the District's depository if any deposit contains a counterfeit bill. The depository will debit the District's account for the amount of the counterfeit bill. The District will reverse the amount for the counterfeit bill from the District's revenue account that

corresponds with the deposit where the bill was found. If the revenue account corresponds to an Activity account, sponsors should be notified of the deduction to the account.