

# **Bear Creek Community Charter School Parent Teacher Organization**

## **Personal Check Policy**

The acceptance of personal checks is a privilege extended by the Bear Creek Community Charter School PTO (the "PTO") as a courtesy to Bear Creek Community Charter School parents. The Bear Creek Community Charter School reserves the right to refuse personal checks as a form of payment at any time, with or without notice.

The following will apply to the acceptance of personal checks:

1. All checks must be made payable to "Bear Creek Community Charter School PTO".
2. No out of state checks will be accepted.
3. All personal checks require a street address printed on the check, in addition to any P.O. Box number.
4. Only checks written with the current date will be accepted. Pre- or post-dated checks will not be accepted.
5. The written amount and numerical amount written on the check must match. Banks will not honor checks with discrepancies between written amounts and numbers.
6. "Starter Checks" that are numbered under 250 or checks that do not have the name and address of the person making the purchase imprinted on them by the financial institution will not be accepted.
7. All checks returned from the bank unpaid for any reason are subject to no less than a \$25.00 returned check fee. Additionally, any person presenting a check that is returned unpaid by the bank will be subject to further legal action if the check amount and fee are not paid in full within ten days. Bear Creek Community Charter School cannot accept partial payment – payment must be made in full.
8. Payment for a returned check must be received in the form of cash, cashier's check or a money order. A personal check will not be accepted.
9. Any issuer of a returned check (also referred to as a "bad check") will be prohibited from providing any future funds to the PTO using a personal check as a form of payment. All future funds must be in the form of cash, cashier's check or a money order.
10. Fundraising products will not be distributed to anyone who issues a bad check and has not made restitution.