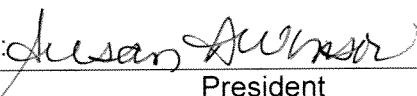
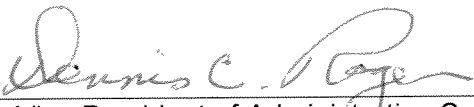


**AIKEN TECHNICAL COLLEGE
PROCEDURE**

Procedure Title:	RETURNED CHECKS	Procedure Number:	6-5-105.1
Institutional Authority:	Vice President of Administrative Services		
Associated SBTCE Policy/Procedure:			
Governing ATC Policy:	6-5-105		

Approved: 	
President	Vice President of Administrative Services

Date Adopted:	03/10/2008
Date Revised:	

1. Checks returned for insufficient funds;
 - a. The first time a check is returned for insufficient funds it is re-deposited.
 - b. The second time a check is returned for insufficient funds it is submitted to the Worthless Check Unit of the Aiken County Solicitor's Office for collection. At this time a \$30 returned check fee is assessed.
2. Checks returned for reasons other than insufficient funds.
 - a. The check is submitted to the Worthless Check Unit of the Aiken County Solicitor's Office for collection.
 - b. A \$30 returned check fee is assessed.
3. Aiken Technical College will not accept checks for payment from individuals who have had checks submitted to the Worthless check Unit of the Aiken County Solicitor's Office two (2) times.

Procedure Review		
Review Date	Reviewed By	Date Completed
03/10/2011		