

**Line Elementary PTC
RETURNED CHECK POLICY &
ACCEPTANCE OF CHECKS**

ACCEPTANCE OF CHECKS:

The Line Elementary PTC will accept checks as payment for items. Proof of identity must be presented if you do not know the bearer of the check. If a phone number is not included on the check, please request the phone number and add it to the check.

FOR ALL RETURNED CHECKS:

- All items will be held for delivery until payment has been received for the cost of the items and the applicable returned check fee imposed by the bank.
- Repayment shall be required to be made by cash or by a bank cashier's check.
- Upon receipt of payment, items will be released.

Procedure for contacting customer when there is a returned check:

1. Call the customer if the customer's phone number is
2. If the customer is home:
 - Notify the customer that he/she has xx days to bring in the funds for the items
3. If the customer is NOT home:
 - Leave a message with an answering machine, stating "contact the Line Elementary PTC as soon as possible to discuss the status of their order/transaction"
 - If you leave a message with a child over 13 years of age (document the child's name and time) stating "have your dad or mom contact the Line Elementary PTC as soon as possible"
4. If there is no answering machine and no person available to answer:
 - Call back a second time later in the day.

When payment is received, ensure that payment is sufficient to cover the returned check plus all penalties and fees. If the payment is sufficient then release the items to the customer.

Our Policy for Checks to be placed on all Fundraiser Packets and to be Placed for Tag Sale:

If your Check is returned or rejected for any reason, you expressly authorize your bank account to be electronically debited for the amount of the check, PLUS a processing fee of \$16.00 or the maximum amount of the fees we receive.