



University of Central Florida

Finance & Accounting

Procedures Document

Purpose of Procedure:	To ensure that checks returned as unpaid are recorded timely and all charges assessed.
Who Processes:	UCF Cashier's Office
How often:	Daily
What is Processed:	Returned checks.
Where are the results distributed:	Accounts Receivable and General Ledger
Date:	October 16, 2008
Author:	Finance & Accounting , UCF Cashier's Office

Purpose: This procedure establishes guidelines for recording returned checks.

Procedure:

The university Cashier or designee is responsible for researching, and recording all returned items in the general ledger in a timely manner and assessing all applicable service charges and late fees.

Waiving Applicable Service Charges and Late Fees

Applicable service charges and late fees may be waived upon request, under the following conditions:

- Errors by banks or other financial institutions; however, such request must be made on the company's letter head, and addressed to the university cashier.
- Claims for lost or stolen check books accompanied by an official police report or bank letter to the effect addressed to the university cashier.
- Request from university departments due to administrative error; the requesting department will be assessed a nominal fee of \$25.00, charged to their department's expenditure account.
- Death of the student / customer or check payer

The Associate Controller or the University Cashier may in extenuating circumstances exercise discretion on all related matters.

Reconciliation

Returned items must be reconciled to the bank statement and the general ledger monthly.

Safety and Security

The safety and security of all personal and banking information are paramount and every effort must be made to ensure that adequate safety measures are in place to achieve this objective. Discussions and /or correspondence sent to customers regarding returned checks must be diplomatic and in accordance with the directions noted in statutes 832.07 and 823.08.

SUMMARY

These guidelines are established for the processing of unpaid returned checks; however they are not intended to be all inclusive. These guidelines must be adhered to in conjunction with any other related guidelines as established by the Finance and Accounting department.

Authority:

Florida Statutes 832.07 and 823.08 available at

http://www.leg.state.fl.us/Statutes/index.cfm?App_mode=Display_Statute&Search_String=&URL=Ch0832/SEC07.HTM&Title=->2004->Ch0832->Section%2007#0832.07