

# **MCALPINE ELEMENTARY SCHOOL PTO**

## **Check Policy**

### **Check writing policy:**

To write a check to MCALPINE ELEMENTARY SCHOOL PTO, your check must include the following:

1. Current name, address, and telephone number of the person signing the check.
2. Checks must have a current date; we don't accept pre-dated or post-dated checks.
3. No third-party checks will be accepted.
4. We do not cash checks.

### **Returned Check Policy:**

We truly appreciate the tremendous financial support that is given by our parents and supporters. At the same time, we understand that occasionally people run into circumstances that result in a returned check. The procedures outlined below will be used to collect outstanding funds on returned checks.

If a check is returned unpaid, the writer must pay any bank service charges plus the original amount owed. This payment must be made either by cash or money order within 30 days of notice. Once a check is returned unpaid, no other checks will be accepted from the check writer to the MCALPINE ELEMENTARY SCHOOL PTO until full restitution has been made.

The MCALPINE ELEMENTARY SCHOOL PTO will have the right to refuse any additional checks from individuals who have written returned checks and not made full restitution.