



Returned Check Handling

Please complete the form to indicate whether you wish your unit or University Bursar to handle returned checks. Your entire unit must follow the choice made on this form. If changes are needed, please submit a new form.

There are two ways to process a returned check:

1. Defer to University Bursar - Our unit chooses to have the University Bursar's office perform check recovery and fee assessment procedures. We understand if we accept a check that does not meet the requirements of [10.2.1 Accept Checks as Payment](#) and the check is returned by the bank, University Bursar may return the check to unit to recover the funds. Once all reasonable collection efforts (e.g., in house, outside agency, state offset) are exhausted and a returned check is deemed uncollectible, University Bursar will perform system-level write-off approvals and charge against the original unit C-FOAP.

2. Handle Internally - Our unit chooses to perform returned check recovery and fee assessment procedures in compliance with [5 Receivables](#) and [10 Cash Handling](#). This includes establishing internal procedures for check recovery and fee assessment activities.

Based on the information above, please select which option your unit chooses:

- * Defer to University Bursar
- Handle Internally

Provide unit contact information to receive all communication from University Bursar regarding returned checks.

Unit Name	* <input type="text"/>		<i>(If applicable)</i>
Primary Contact	* <input type="text"/>	Secondary Contact	<input type="text"/>
Primary Email	* <input type="text"/>	Secondary Email	<input type="text"/>
Primary Phone	* <input type="text"/>	Secondary Phone	<input type="text"/>

Please provide a C-FOAP for your unit that will be kept on file for collection efforts.

CHART (C)	FUND (F)	ORGANIZATION (O)	ACCOUNT (A)	PROGRAM (P)
* <input type="text"/>	* <input type="text"/>	* <input type="text"/>	* <input type="text"/>	* <input type="text"/>

By signing or clicking in the signature field below, I confirm that I understand system policies regarding return check and cash-handling unit requirements. I agree to abide by the policies in the Business and Financial Policies and Procedures Manual, and understand that the unit listed above is subject to audit by the Office of University Audits and/or review by University Bursar at any time.

Signature _____ Date: _____