

POLICIES AND PROCEDURES

Subject: Check Cashing Service Reference: D-V
Source: Executive Vice President Eff. Date: May 27, 2004
Approval Auth.: President Approved: _____
Remarks: This policy replaces previous policy dated April 7, 2003.
Date: May 27, 2004

The McLennan Community College Business Office shall accept checks for cash from current students and College employees under the following conditions:

1. There shall be a limit of twenty-five dollars (\$25.00) on each check cashed. Any check above this amount requires approval of the President or Executive Vice President.
2. Only one-party, personal checks shall be accepted.
3. Only one check per person per day shall be accepted.
4. Identification required shall be a valid Texas driver's license and a current MCC I.D. card.

If a check for cash is returned unpaid by the bank, a collection fee of twenty-five dollars (\$25.00) shall be assessed. The Business Office shall notify the responsible party of any unpaid check and shall collect the amount due, including the collection fee. Payment shall be in cash within five weekdays after the date of notification to the responsible party. If the check is not redeemed within the prescribed time, the Business Office shall place a hold on the student's records and take any other appropriate action to collect the amount due. Unpaid checks given by a College employee shall be called to the attention of the appropriate Vice President by the Business Office.

Additional checks for cash shall not be honored by the Business Office until the unpaid check is redeemed in cash. Two checks returned unpaid for any individual shall disqualify the person from further check cashing privileges.

Employees and students are encouraged to utilize the ATM machine in the Learning Technology Center in lieu of requesting that checks be cashed.