

SECTION: Business Affairs/Controller
SUBJECT: Check Cashing and Bad Checks

ISSUED BY: Cashier's Office and Student Accounts Office
REPLACES:
APPROVED BY: Vice President for Business Affairs and Treasurer
EFFECTIVE DATE: August 1, 1993

The Cashier's Office and Student Accounts Office strive to provide a structured method to respond to the needs and requests of students, faculty, and staff who desire to cash or endorse checks at Asbury College.

- Cashier's Office has authorization to cash checks up to a \$100.00 limit.
- Check cashing privileges may be revoked after the third bad check in a school year.
- There will be a service charge up to \$10 for each bad check.
- Any exception to this policy may be appealed in the following order:
 - Assistant Controller
 - Assistant Vice President for Business Affairs