

**Williamsburg Technical College
PROCEDURE**

SECTION B – ADMINISTRATION AND FINANCE

Title CHECKS – ACCEPTANCE AND/OR RETURN	Number B-13.1
Division of Responsibility Administration and Finance	Approval Date Page 1/21/2021 1 of 2
Approval Vice President _____ President _____	Supersedes Procedure No. B-13.1 Date 5/24/10

PURSUANT TO SECTION 41-1-110 OF THE CODE OF LAWS OF SC, AS AMENDED, THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE AGENCY RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.

I. CHECK ACCEPTANCE PROCEDURE

South Carolina law requires the following procedures be followed whenever checks are accepted in payment for fees, materials, or services of Williamsburg Technical College.

Williamsburg Technical College does not accept personal checks.

- A. The Business Office employee accepting the check must make sure the check is accurately completed and has imprinted on it the:

Full Name
Complete Address
Home Telephone
Drivers license / or Social Security number

of the person presenting the check.

- B. Check must not exceed the amount of fees, materials, and services.
- C. There will be no second party checks.
- D. All checks will be deposited in a timely fashion.

II. RETURNED CHECK PROCEDURE

Whenever a check is returned from the bank, the following procedures will take place:

- A. A letter will be sent to the individual.

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- B. Any check cashed by the College for any purpose and/or any check given to the College in payment of a debt which is dishonored by the bank on which the check is drawn will result in a \$35.00 special fee charge to the student or employee. A letter from the bank that refused payment on the check certifying that the bank was in error will eliminate these charges.
- C. A student or employee who has a check returned to the College unpaid from any bank for any reason will be given five working days to pay the check plus the \$35.00 charge; otherwise, the student is subject to administrative withdrawal from the College, and the employee is subject to disciplinary action.
- D. If the student does not make arrangements with the Business Office within five days, a certified letter with a 15-day suspense date will be sent to the individual's home.
- E. If the item is not cleared within 15 days of documented receipt, the matter will be referred to the magistrate for the issuance of a warrant.