

# Arkansas State University - Jonesboro

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**Effective Date: 07/01/96**

**Number: 05-13**

**Section: Finance and Administration**

**Subject: Check Cashing Privileges**

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1. University employees and students may cash checks at the cashier's window. The following restrictions apply:
  - a. Checks cannot exceed \$100 maximum per day.
  - b. Generally, no two-party checks are accepted.
  - c. Identification is required. University ID card and driver's license are usually sufficient.
2. Check cashing privileges are withdrawn from an individual who has a check returned by a bank for any reason. Privileges are reinstated only after the individual's accounts receivable has been cleared.
3. An individual whose check is returned is notified as follows:
  - a. A \$25 charge is assessed per each returned check.
  - b. The individual is sent, by mail, a "Notice of Returned Check," which outlines legal procedures/implications.
  - c. Appropriate university officials attempt to contact the person by telephone.
4. Check cashing privileges are withdrawn permanently from any person who has as many as three checks returned unpaid from a financial institution for any reason.

Revised on 06/22/15.