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 Check cashing privileges are withdrawn from an individual who has a check returned by a bank for any reason.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 Check cashing privileges are withdrawn permanently from any person who has as many as three checks returned unpaid from a financial institution for any reason.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.