

PRAIRIE VIEW A&M UNIVERSITY
Administrative Procedures Manual

21.01.04.P0.03 Returned Checks
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1. Gift Checks

When a gift check received by the University is returned for insufficient funds by the bank, the University reverses the original entry recording the gift and forwards the check to the Development Office. The Development Office adjusts its gift records and returns the check to the donor.

2. Payment on University Billing

When a check received by the University for payment of a University billing (e.g. student fees, retiree insurance, etc.), the University reverses the original entry recording the payment, assesses a \$25 returned check fee, and returns the check to the customer.

Contact: Manager of Treasury Services