

#### **IV:10:02 CHECK CASHING**

For the convenience of the College employees and students personal checks may be cashed in the Business Office. The check cashing limit is \$50.00 per day for employees. The daily limit for students is \$20.00 with a student Identification Card.

A \$30.00 service charge will be assessed for all returned checks. Collection procedures described in VSCC Policy IV:08:01 Collection of Accounts Receivable will be applied. Additionally, for those that have had numerous returned checks, check cashing privileges may be denied at the discretion of the Assistant Vice President of Business and Finance.

VSCC Source: March 11, 1997, January 2, 2003, President; September 15, 2008, President