

FOOD AND NUTRITION PROCEDURES

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| Reviewed | July 2009 |
| Effective | July 2005 |
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Miami-Dade County Public Schools

Subject: PROCESSING CHECKS

For Action By: FOOD SERVICE MANAGERS, CASHIERS

Refer Questions to: FOOD SERVICE ACCOUNTING

ACCEPTING CHECKS

- A. Checks may not be cashed from food service receipts under any circumstances.
- B. A personal check may be accepted for payment or prepayment of meals. No second party checks can be accepted.
- C. Before accepting a check, be certain that it is accurately and legibly completed.
- D. The check details in the student's account should include the last name of the writer of the check, bank name and check number.
- E. Write your school's location number on the front of the check in the upper left hand corner.

DEPOSITING CHECKS

- A. In the spaces provided on the deposit slip, each check must be listed separately by the last name and first initial of the maker, and the amount of the check (see [Attachment A](#)). If all of the checks cannot fit on one deposit slip, an adding machine tape of all checks should be prepared and the subtotal indicated on the deposit slip. This adding machine tape is to be included with the deposit slip in the deposit bag. The total number of checks and the total dollar amount of the checks must be written on the deposit slip in the boxes indicated.
- B. After the checks have all been listed on the deposit slip, a second person must verify that all the checks have been properly recorded. The total dollar amount of the checks should be compared with a Check Report obtained from the computer.
- C. The back of all the checks must have the school's name and location number and be stamped within 1½ inches from the edge with the proper endorsement stamp, which states:

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PROCESSING CHECKS (continued)

(SAMPLE)
PAY TO THE ORDER OF
WACHOVIA
MIAMI, FLORIDA
FOR DEPOSIT ONLY
MIAMI-DADE COUNTY PUBLIC SCHOOLS
FOOD SERVICE ACCOUNT
ACCT. #000000000000

(LOC. #)

(SCHOOL)

RETURNED CHECKS

- A. When any check is returned by the bank due to insufficient funds, Food Service Accounting will notify the food service manager and await his/her notification that cash has been recorded and deposited for the check.
- B. After the manager is notified of the returned check, they should contact the maker of the check and request immediate payment in cash to replace the check. If the manager is unable to collect the payment, the principal is to be informed and it becomes his/her responsibility to make the follow-up contact with the maker of the returned check.
- C. Money received for returned checks should not be included with regular deposits. Prepare a separate deposit slip, clearly indicating "Collection for Returned Check," and state the name of the maker of the check and the amount.
- D. Once a check has been returned for insufficient funds, do not accept any additional checks from the person until cash has been received for the returned check. If more than two (2) instances of returned checks have occurred in one school year, no more checks can be accepted for the balance of that year, only cash. A note should be made in the student's account indicating no checks can be accepted.

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PROCESSING CHECKS (continued)

E. A log of returned checks must be kept with the following information:

1. Name of student
2. Name of maker of check
3. Date of returned check
4. Amount of returned check
5. The date the maker of the check was notified
6. Date cash re-payment was deposited
7. Number of deposit slip for cash re-payment

Attached is a sample ([Attachment B](#)) of the type of log necessary. Copies of the sample may be made or simply log this information in a notebook set aside for this purpose.

63-643/670
BRANCH 03069

DADE COUNTY PUBLIC SCHOOLS
FOOD SERVICE FUND
LAKE STEVENS MIDDLE
LOCATION NO. 6351

DATE **8/20/07**
DEPOSITS MAY NOT BE AVAILABLE FOR IMMEDIATE WITHDRAWAL
ENDORSE & LIST CHECKS SEPARATELY OR
ATTACH LIST

| | DOLLARS | CENTS |
|---------------------------------|---------|--------------|
| CURRENCY | 40 | 00 |
| COIN | 7 | 30 |
| TOTAL CASH | | |
| CHECKS | | |
| 1 Gomez, T. | 8 | 75 |
| 2 Brown, M. | 8 | 75 |
| 3 Smith, J. | 20 | 00 |
| 4 | | |
| 5 | | |
| 6 | | |
| 7 | | |
| 8 | | |
| 9 | | |
| 10 | | |
| 11 | | |
| 12 | | |
| 13 | | |
| 14 | | |
| 15 | | |
| 16 | | |
| 17 | | |
| 18 | | |
| 19 | | |
| 20 | | |
| 21 | | |
| 22 | | |
| 23 | | |
| TOTAL FROM ATTACHED LIST | | |
| PLEASE RE-ENTER TOTAL HERE | | 84.80 |



WACHOVIA
Wachovia Bank, N.A.
wachovia.com

CASH MANAGEMENT DEPOSIT
TO REORDER CALL 1-888-299-4041

TOTAL ITEMS **03** \$

84.80

CHICKS AND OTHER ITEMS RECEIVED FROM DEPOSIT SUBJECT TO THE PROVISIONS OF THE UNIFORM COMMERCIAL CODE AND ANY APPROPRIATE COLLECTOR AGREEMENT

⑆635100477⑆ ⑆5403⑆9527⑆209000237314⑆