

Oklahoma City Public Schools

NSF Procedure

When a check is returned by the bank, a copy of the NSF check should be given to the cost center sponsor. This is notification to the sponsor that a debit is being made to the cost center for the amount of the check and any bank charge. The cost center sponsor is responsible for the notification and collection of the money for the returned check.

Accept only cash or money orders from the Payer. When the cash / money order is collected, the money is to be receipted using a new receipt number.

Bank charges incurred due to a non-sufficient fund check are to be collected and receipted.

Forms associated with this process are available in the forms section of this process on the School Finance Resource Page (SFRP)

Forward questions to activityfunds@okcps.org