

PENSACOLA STATE COLLEGE
MANUAL OF PROCEDURES


Procedure Title:	Cashing of Personal Checks by Employees and Students	<u>Number</u> 110
Related Policy:	Cashing of Personal Checks – 6Hx20-1.009	<u>Page</u> Page 1 of 1

I. Purpose

To establish procedures for cashing employees' and students' personal checks.

II. Procedure

- A. Employees, upon presentation of proper identification at the Cashier's Office window, may cash personal checks up to \$25.
- B. College students, upon presentation of proper identification at the Cashier's Office window, may cash personal checks up to \$10.
- C. A fee of \$20 will be charged for checks returned unpaid by the bank.

Responsible Official	Bursar, Cashier's Office
President's Signature: 	Date: 02/21/2017