

**POLICY:**

An individual or company that presents two checks within a twelve month period that are returned due to insufficient funds shall be required to make future payments by cash, cashier's check or money order for the period of one year.

**PROCEDURE:**

Once an individual or company has presented a second check during a twelve month period that is returned due to insufficient funds, that individual will be required to pay by cash, cashier's check or money order for a period of one year. After conclusion of that year, checks **may** once again be accepted upon approval of the Department Director. If any further instances occur, that individual or company will be required to pay with cash, cashier's check or money order on a permanent basis. The County Administrator or Assistant County Administrator may over-ride the permanent non-acceptance of checks if requested by the Department Director and there is good cause.

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**FOOTNOTES & REFERENCES TO RELATED AR's:** Supercedes AR 6.01 dated May 25, 1999 and AR 6.01-1 dated November 16, 2010