



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional
Effectiveness: (915) 831-6740

CC-2 **Check Cashing Service** **APPROVED:** March 28, 1980 **REVISED:** September 1, 1995
Year of last review: 2021
AUTHORIZING BOARD POLICY: CC

Classification: Administrative
Vice President or Associate Vice President: Vice President of Financial and Administrative Operations
Designated contact: Comptroller

OBJECTIVE: To establish guidelines to be followed for cashing of personal checks for employees and students of the College.

PROCEDURE:

- I. Personal checks may be cashed at any Cashier's Office based on availability of funds.
- II. A personal check may not exceed \$25 for employees and \$15 for students per day.
- III. The following identification must be presented for cashing checks:
 - A. Current El Paso County Community College District Identification Card
 - B. Driver's license or other current identification
 - C. Current address and telephone number
- IV. A check issued by the District to an employee or student may be cashed providing the check does not exceed the established dollar limit and proper identification is presented.
- V. Payroll checks, government checks, or other third party checks may not be presented for cashing purposes.
- VI. If a personal check presented for cash is returned unpaid by the maker's bank, the check cashing privilege is revoked for a one (1) year period. Personal checks presented for cash must be accompanied by the maker, unless written authorization is provided to the third party.
- VII. A fee (prevailing rate charged by bank) will be assessed on each returned check.
- VIII. The Cashier's Office reserves the right to decline a check presented for cash if.
 - A. Guidelines are not followed
 - B. Money available for cashing personal checks is low or depleted
 - C. An individual has had his/her check cashing privilege revoked
- IX. Post-dated checks are not accepted at the Cashier's Office.