

REPLACEMENT CHECK FEE

Recommendation

It is recommended that the Board of Trustees authorize the administration to charge staff, students and vendors a \$25 fee when issuing more than two replacement checks to them in a twelve month period.

Dr. David A. Sam, President

Background

The cost associated with issuing replacement checks has significantly increased over the past few years. In order to offset the cost of issuing replacement checks, the Finance Department recommends that a \$25 fee be assessed when an employee, student or vendor requests more than two replacement checks in a twelve month period.

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