Check Cashing Procedures

Responsible Officer: Vice President for Business Affairs and Controller
Sponsoring Department: Accounting Services
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Errors or changes to: aim@uta.edu

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I. Personal Checks

The Bursar's Office will cash personal checks in the amount of $25 for students, and $100 for faculty or staff. Anyone cashing personal checks will be required to present a current UTA ID card and pay a fee of twenty-five cents, or 1% of the check's face value. Only one personal check may be cashed each day.

II. Payroll Checks

Students living in university housing may cash their payroll checks in the Bursar's Office. No other two party checks will be accepted.

III. Dishonored Checks

A $25.00 fee will be charged for all returned checks. If the check was presented by a student, appropriate holds will be placed on the student's record until restitution is made. Faculty/Staff members will be contacted prior to taking action. Checks not cleared may result in legal action.