

# **MARION COUNTY FAIR POLICIES AND PROCEDURES**

**Sponsoring Department:**  
Community Services - County Fair

## **SUBJECT: MARION COUNTY FAIR RETURNED CHECK POLICY**

### **1.0 Purpose**

To provide a method for the Fair to respond when receiving a returned check.

### **2.0 General Policy**

ORS 30.701 (5) allows a payee to recover from the maker of a dishonored check a reasonable fee representing the costs of handling and collecting on the check. The total fee for any single check may not exceed \$25.00.

A check may be returned for any number of reasons, including but not limited to, insufficient funds or account closed. This fee represents the costs of handling and collecting the dishonored check.

The returned check fee will not be waived unless the reason for the return was that the account was closed *and* the check was not deposited within 30 days of the postmark of the check and accompanying documents.

### **3.0 Policy Guidelines/Procedures**

- 3.1 The County Treasurer's office notifies the fair that a check has been returned.
- 3.2 The Fair Program Coordinator looks through transactions to determine the origin of the check, the purpose for it being submitted.
- 3.3 If applicable, the Fair Program Coordinator will notify other appropriate entities (4H, FFA) that a returned check has been received.
- 3.4 A person/organization who submits a check that is returned will have their name flagged in the accounting system.
- 3.5 The Treasurer's office will follow their standard procedures which include:
  - Customers will be notified by mail of a returned check being received.
  - The Treasurer's office will seek remittance payment which should be in the form of cash, a cashiers' check, or money order along with the returned check fee.
  - If the returned check amount and fee has not been paid within 15 days of notification, the amount will be turned over to a collections agency.
- 3.6 Future fair transactions accepted with the party/parties that issued the check will only be in the form of cash, cashier's checks, or money orders.

Adopted: 2/2/11

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