



College of The Albemarle Procedure

Procedure Number: 6.2.10.2

Page 1 of 2

Title: Employee Check Cashing

Related Policy: 6.2.10 Methods of Payment, Procedure 6.2.9.2 Non-Student Debt Collection

Division of Responsibility: Business and Administrative Services

I. PERSONAL CHECK CASHING

In limited cases and as a convenience to staff, the Business Office may cash personal checks for current employees subject to the following restrictions:

- A. Maximum Amount: Checks may be cashed that are \$25 or less.
- B. Identification: Employees must present a valid College photo ID at the time of the transaction.
- C. Check Requirements: All checks must be preprinted with the employee's name and address. The College will not accept:
 1. Starter checks or counter checks (those without preprinted information).
 2. Third-party checks (checks made payable to the employee by another party).
 3. Post-dated checks.

II. PURCHASES OF GOODS OR SERVICES

When an employee writes a check for the purchase of College goods, supplies, or to pay official fees:

- A. Exact Change Only: The check must be written for the exact amount of the purchase or obligation.
- B. No "Cash Back": "Cash back" or receiving change from a check written for a purchase is strictly prohibited.

III. RETURNED CHECKS AND PENALTIES

The College maintains strict internal controls to protect institutional funds:

- A. NSF Fees: Any check returned by the bank for non-sufficient funds (NSF) or any other reason will result in a processing fee charged to the employee, as authorized by N.C.G.S. § 25-3-506.
- B. Reimbursement: The employee must immediately reimburse the Business Office for the face value of the returned check plus the associated fee using cash, certified check, or money order.
- C. Loss of Privilege: Any employee who has a check returned to the College may have their check-cashing privileges permanently revoked at the discretion of the Chief Financial Officer.
- D. Debt Collection: Unpaid returned checks will be handled in accordance with Procedure 6.2.9.2 (Non-Student Debt Collection).



College of The Albemarle Procedure

Procedure Number: 6.2.10.2

Page 2 of 2

IV. AVAILABILITY OF FUNDS

The Business Office reserves the right to refuse check-cashing services based on the availability of cash-on-hand or during peak registration periods when priority is given to student transactions.

Legal Reference: N.C.G.S. § 25-3-506; 1H SBCCC 200.2

June 13, 2023

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Date Approved by President's Leadership Team

Date of Last Review

Date of Last Revision