ADMINISTRATIVE POLICY MANUAL    Document Number: 30-000-02

Section:  Service

Subject:  Returned/Lost Checks Policy

Effective Date:  February 16, 2000  (Rev. May 19, 2004)  (Rev. 08/15/07)

Summary:  This document describes the fees associated with a returned or lost check.

Policy:  The Olathe Public Library will assess a $25.00 fee for all returned checks. This fee will be added to the borrower record in addition to the amount of the check.

The Olathe Public Library will assess a $25.00 stop payment fee for all lost checks. This fee will be deducted from the amount of the replacement check.