

NSF CHEQUE POLICY



POLICY NUMBER: XXXX

DATE APPROVED: XXXX

DATE TO BE REVIEWED: XXXX

DISTRIBUTION: XXXX

COMMITTEE: Policy and Procedures Committee

DATE(S) REVIEWED (REVISED): XXXX

ISSUING AUTHORITY: NSAMRT Board

APPROVAL:

POLICY

NSF Cheques returned by the bank will be subject to a service charge of \$25.00.

RATIONALE

The Executive Council must ensure fiscal responsibility and therefore cannot be responsible for bank charges due to insufficient funds to cover a personal cheque.

PROCEDURE

- Full payment of outstanding fees are immediately owing.
- An additional charge of \$25.00 will be added to the payment amount.
- NSAMRT will not proceed in processing/delivering requested services until payment and service charges are paid in full. If NSF cheque relates to renewal fees the renewal will not be approved until all fees are received in full.