



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.