1. Only College employees may cash personal checks under the following conditions:
   a. When presented at the Cashier's Office.
   b. When made payable to Schoolcraft College.
   c. In amounts not to exceed $100.00.
   d. When cash is available.

2. The College will not cash postdated or third party personal checks.

3. College checks issued to employees may be cashed for amounts not to exceed $100.00. This specifically excludes any and all College Payroll checks.

4. All checks cashed must be properly endorsed and the employee must show a valid Michigan operator's license and provide a telephone number at which the individual can be reached.

5. Individual service under this procedure may be modified and/or denied when, in the option of the Controller and Director of Finance, such action is necessary.

Revised—Administrative Committee
August 1, 1978
Revised—Cabinet
January 25, 1982
October 3, 1988
June 24, 1996
Retyped—Title Change
September 28, 2005
April 3, 2007
Retyped—Title Change
January 4, 2018
Revised—VP & CFO
August 1, 2019