

**SCHOOLCRAFT COLLEGE**  
18600 Haggerty Road, Livonia, Michigan 48152-2696

**CHECK CASHING**

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