

**LOKER UNIVERSITY STUDENT UNION, INC.
POLICY ON ACCEPTABLE FORMS OF PAYMENT**

The Loker University Student Union will accept checks and cash as payment for services rendered or debts owed to the Student Union. Credit cards will not be accepted without approval from the Director, Loker University Student Union, Inc.

Checks must be preprinted and pre-numbered and shall be made payable to the Loker University Student Union. Third party checks, checks made payable to cash, or checks drawn on a foreign bank will not be accepted. Checks will not be accepted for sale of amusement park tickets or when there is reasonable cause to suspect a check will be returned for non-payment.

Departments may submit a purchase order (Foundation or State of California issued) for payment of charges, but remain responsible for the charges until the payment is received.

If a check deposited into an account is returned by the bank for any reason (excluding University Student Union error), the Bookkeeper will send a notification letter along with a copy of the returned check to the payor. The University Student Union's Accounting Service will hold all original returned check(s) for safekeeping. The notification letter will indicate the reasons given by the bank for return of the item, date by which the check must be redeemed, and the total amount due including all fees. The fee for returned checks will be applicable bank charges plus a \$15.00 service fee.