



GVSU Business and Finance Department Procedures Manual

Section: Business and Finance **Section Number:** 302
Subject: Check Cashing Policy/Procedures
Date: June 2011

Checks can be cashed at the Cashier windows in the Student Services Building or Pew Campus.

Types of checks that can be cashed:

- Personal checks up to \$30.00 per day
- Student Payroll checks
- Parent checks up to \$100.00 per day
- Family member checks up to \$30.00 per day
- Financial Aid checks up to \$500.00 per day

All other checks must be approved.

Make checks payable to Grand Valley State University or GVSU.

Personal and parent checks must include local address and phone number.

Check cashing privileges could be discontinued at any time to anyone writing bad checks.

A \$20.00 fee will be charged for any checks returned for non-payment.