

PINELLAS COUNTY SCHOOLS
NSF RETURNED CHECK LOG

Instructions

The NSF Returned Check Log is required and is to be perpetual. Record the checks that have been returned by the bank. **Note** all attempts at collection, by date and method. (i.e. phone call or letter) **in the comment section of this form.** Refer to the Manual of Internal Fund Accounting - Chapter Three for further instructions.

NOTE: If NSF check is written off, make note of adjustment number.

SCHOOL NAME _____

CASH/MONEY
ORDER ONLY

NAME	DATE (M/D/Y) OF RETURN	CHECK AMOUNT	SERVICE CHARGE AMOUNT	ACCOUNT NUMBER	COMMENTS, CONTACTS, RESULTS, CHECK RECOVERY, ETC.	\$\$ or MO	DATE OF REDEPOSIT OR WRITTEN OFF DATE
1.					1.		
					2.		
					3.		
2.					1.		
					2.		
					3.		
3.					1.		
					2.		
					3.		
4.					1.		
					2.		
					3.		
5.					1.		
					2.		
					3.		
6.					1.		
					2.		
					3.		
7.					1.		
					2.		
					3.		