



**PARKS AND RECREATION  
Policies and Procedures**

Procedure Manual

General Directive

Worthless Check Policy  
Effective April 29, 2014

Reviewed Date: October 21, 2019  
Next Review: April 29, 2020

**I. Purpose**

To define the permission to accept checks after a customer has submitted a worthless check

**II. Definitions and References**

*City* shall mean all departments and divisions governed by the City of Tampa

*Department* shall mean the City of Tampa Parks and Recreation Department

*Director* means the Parks and Recreation Department Director or designee

**III. Background**

The department follows the Banging and Debt Management Policy. In addition, the Department has established a policy defining the acceptance of checks once a customer has had a worthless check. The Department has been placing a restriction prohibiting a customer from using a check as a form of payment after submitting a worthless check. The Department may currently lifts this restriction at the manager's request and Director's approval

**IV. Policy**

Any time that a customer submits a worthless check, the household account will be restricted from performing any transactions until the outstanding balance for the worthless check and applicable service fees have been paid

The Department will accept check payments from customers that have submitted a worthless check with the following guidelines:

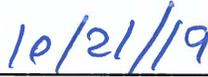
1. First Occurrence – The household will be able to engage in transactions in a normal manner, with no pay type restrictions
2. Second Occurrence – The household will be restricted from using a check as payment for a period of one (1) year
3. Third Occurrence – The household will be restricted indefinitely from using a check as payment

The Department Director has the right to waive these restrictions at his/her discretion

Approved and issued:

A handwritten signature in blue ink that reads "Paul Dial". The signature is written in a cursive style with a large, looped "D".

Paul Dial, Director

A handwritten date in blue ink that reads "10/21/19".

Date