

**Clayton State University  
Miscellaneous Fee Form  
Fiscal Year 2019**

Name of Fee: **Return Check Fee**

Fee Type: **Miscellaneous**

Office Responsible for Fee: **Bursar**

Amount of fee: **\$30**

Basis (per term, one time, etc.): **Per check**

Purpose of the fee (explain need or benefit for operations/student): **This is a service fee to offset fee charged by bank. The state of Georgia Return Check Fee is \$30. (O.C.G.A Section 13-6-15)**

Explain use of the fee including major items funded by the fee: **The revenue collected is contributed to the University in the General funds.**

Revenue in FY 16:     **\$ 390 (13 checks)**

Revenue in FY 17:     **\$ 150 (7 checks)**

Revenue in FY 18:     **\$ 300 (10 checks)**

Revenue in FY 19:     **\$ 90 (3 checks)**

Surplus amount and suggested use: **continued contribution to the University General Fund.**

Point of Contact for questions:

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For more information on how this fee is used and related financial data, please go to:  
Annual Review of Fee Usage (<http://www.clayton.edu/SFAB/Annual-Review>).

Form Submitted By:  Date: 10/31/2019  
VP/Dean/Director:  Date: 10/31/2019