



**UC SAN DIEGO FOUNDATION
PROCEDURES FOR RECORDING NSF CHECKS**

PROCEDURES

The following procedures will be observed when checks to the UC San Diego Foundation are returned for non-sufficient funds:

1. Donor file and fund file receipts will be marked "VOID/NSF."
2. Journal entries will be prepared to remove the gift from Foundation general ledgers.
3. Donor data base will reflect a negative gift entry.
4. If a replacement check is received or if the check is subsequently cashed by the bank, it will be treated as a new check.
5. The new receipt generated will be flagged and will have typed across the bottom, "This receipt replaces voided receipt #xxxx."
6. The new receipt will be mailed to the donor and filed as usual.