



**CITY OF GROVE CITY
ADMINISTRATIVE ORDER
OF THE CITY ADMINISTRATOR**

ADMINISTRATIVE ORDER 5.6

TO: All City Employees

FROM: Charles W. Boso, Jr., City Administrator

A handwritten signature in blue ink, appearing to read "CWB Jr.", is written over the printed name of the City Administrator.

SUBJECT: Mayor's Court Returned Checks and Overpayments

DATE: 2/2/15

LAW DIRECTOR:

1.0 POLICY

1.1 Returned Check Policy

1.1.1 Presenters of personal checks payable to Grove City Mayor's Court that are returned as uncollectable will be charged a \$25 returned check fee. The fine and returned check fee must be paid in full within 10 days from the date of notice.

1.1.1.1 Payment must be in cash or credit card.

1.1.1.2 A police report will be filed if the fine and fee are not settled within 10 days and a warrant will be issued for failure to comply with a court ordered fine.

1.1.2 Overpayments

1.1.2.1 All refunds due to overpayment will be made by check regardless of the method of original payment.

1.1.2.2 Payments will be processed and sent to the last known court record address.