



Acceptance of Payments

LinRick
Policy No. 11015

Revision Date: December 16, 2013

Policy Statement

LinRick Golf course has established this policy and procedures for accepting payments at the facility club house.

Guidance:

1. Personal checks, credit cards, and debit cards will be accepted for payment of fees and other purchases. Credit and debit cards can be used for up to \$20.00 above the sale. Under no circumstances will two party checks, to include payroll checks be cashed.
2. Exceptions to this policy must have the prior approval of the General Manager.

Procedures:

1. The cashier will verify that the check has been properly filled out and signed.
2. The identity of individual tendering the check will be verified by reviewing a picture ID such as driver license or a military identification.
3. The cashier will ensure the check contains a current address and drivers license number, and that the signature matches the signature on the ID. Under no circumstances will a starter check be accepted.
4. The cashier will then initial the check in the top left hand corner of the check and stamp the back of the check for deposit.

ADOPTED BY RICHLAND COUNTY RECREATION COMMISSION BOARD

BOARD MEETING DATE: December 16, 2013
(Date Approved)

APPROVED: J. Marie Green
J. Marie Green, Chair

For more information about this policy, contact the Executive Department.