

**Administration Building**  
200 North Bernard Street  
Spokane, WA 99201-0206

phone (509) 354-5900  
[www.spokaneschools.org](http://www.spokaneschools.org)



Dear \_\_\_\_\_ :

Your check number \_\_\_\_\_, dated \_\_\_\_\_ for \$ \_\_\_\_\_ that you wrote to \_\_\_\_\_ has been returned by your bank. Your bank was unable to process this check. If you have questions about why your check was not processed please contact your bank.

Please mail or bring your payment of \$ \_\_\_\_\_ for the amount of the check plus a processing fee of \$25.00 to \_\_\_\_\_ or Spokane Public Schools Central Cashier office immediately. The Central Cashier office is located at 200 N Bernard on the second floor of the school district Administration Building, Spokane, WA 99201. For your convenience a payment drop slot is located on the front of the District Administration building (by the ATM machine) for acceptance of payments after hours.

Please note that if you have two or more outstanding returned checks you will need to pay by cash or money order.

Your prompt attention to this matter is greatly appreciated.

Thank you,

District Cashier