



# District School Board of Pasco County

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Heather Fiorentino, Superintendent

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January 20, 2009

## **MEMORANDUM**

**TO:** Honorable School Board Members  
**FROM:** Kendra Goodman, CPPB, Purchasing Agent  
**SUBJECT:** Approval of Collection Agency Services Contract  
Department of Finance Services, Checkcare Systems

Attached for your approval is a contract with Checkcare Systems. This company has been identified by the Department of Finance Services as being able to assist the District for collection of checks which have been rejected by the bank due to insufficient funds. Please see the attached memo from Mr. Bill Kleinsorge, Director of Finance Services, for detailed information.

There is no cost to the District for these services. Checkcare will guarantee payment to the District up to \$500 for each check they collect on our behalf. The company is entirely responsible for administration of the program. Checkcare's payments of collected funds to the District, and the company's reporting responsibilities, are outlined in the contract's Addendum.

The first term of the contract will run for twelve (12) months from the date of Board approval. Thereafter, it is renewable annually at the mutual agreement of the parties. Although there is no cost for these services, we are requesting Board permission as it involves the handling of District funds.

Please contact Bill Kleinsorge or me at your earliest convenience if you have any questions or concerns.

KDG/az  
Attachment