



GREATER PHILADELPHIA REGIONAL SERVICE OFFICE, INC.
NARCOTICS ANONYMOUS

6212 RIDGE AVENUE • REAR • PHILADELPHIA, PA 19128 • 215-483-5154

November 26, 1996

Clean Acres Area
Literature Chairperson
P.O. Box 1068
Exton, PA 19341

Re: Non-Sufficient Funds for check #190
First Notice

Dear Sir/Madam(s):

Enclosed please find a copy of a statement from our bank. This letter represents your check in the amount of \$587.05 which has been returned to us due to insufficient funds.

I am enclosing a copy of our policy which explains the procedures which we must follow in cases such as this.

Please contact this office at your earliest convenience so that we resolve this situation.

Thanking you in advance for your timely cooperation, I am,

Very Truly Yours,

Michele Santin
RSO Secretary

MS/
enc.
cc: ASC Chair
Treasurer
RSO
ASR

CLEAN ACRES AREA
LITERATURE COMMITTEE

190

PAY TO THE
ORDER OF

GPRESO, INC.

✓
Nov. 12 19 96

3-9-155
310

FIVE HUNDRED - EIGHTY SEVEN AND 05/100 DOLLARS

\$ 587.05



MEMO

Bank

610-444-0896

THOMAS M. SMITH

⑆031000095⑆ ⑆4502⑆ 7457⑆ 0190 ⑆0000058705⑆

MELLON BANK N.A.
P.O. BOX 7899
PHILA. PA. 19101-7899

PAGE 1 OF 1 11-19-96

ACCOUNT 2-406-320
STORE

RETURN ITEM DEBIT ADVICE.

WE CHARGED YOUR ACCOUNT WITH THE FOLLOWING RETURN ITEMS.

G P R S O INC
6212 RIDGE AVE REAR
PHILADELPHIA PA 19128-2629

TURN REASON	DEPOSIT DATE	AMOUNT	DESCRIPTION	ITEM SEQ NBR
N SUFF. FUNDS	111396	587.05		000042735845

=DEBIT ITEMS 1 TOTAL AMOUNT 587.05

Returned Checks

When a check is returned to the office for NSF. The Purchaser's Account then becomes "Outstanding" and is logged as an Account Receivable. Notification is done by phone to inform them of the discrepancy along with a NSF letter addressed to the ASC Chair, Treasurer, Literature Distributor, and ASR informing them of the probationary period involved.

All returned checks must be brought to the attention of the R.S.O. Treasurer and R.S.O. Board.

If the drawer is not a Narcotics Anonymous service body, that drawer shall be contacted and billed for any and all fees generated as a result of the returned check.

If there are repeated instances of returned checks, the account must be reviewed by the entire R.S.O. Board for possible suspension.

Penalties for bad checks are to be.

- First incident: Payment of all applicable fees, plus all monies due paid in full.
- Second incident: Suspension of check privileges for three months. (must pay by money order)
- Third incident: Suspension of check privileges for one year or until repealed by the entire Board. (must pay by money order.)