

SECTION 4.02 - REVENUE REFUNDS

Contact: Accounting @ Extension 4170

A. **Overview**

Funds are received from individuals for various things including fines, fees, field trips, summer school, facility rentals, and sales of goods or supplies. At times, refunds are needed for previous payments made. Sites enter refunds in the Point of Sale (POS) receipting system, prepare a [Revenue Refund Authorization form](#), and submit them to accounting for issuance of a refund. Processing can take around 2 weeks depending on properly completed paperwork.

B. **Guidelines and Restrictions:**

- Payments older than 6 months may not be eligible for refund.
- Cash refunds are prohibited. **DO NOT** give any money from the till.
- Sites may use their imprest account for refunds less than five dollars.
- Refunds greater than five dollars must be processed by accounting.
- A "Refund" must be entered in the POS to flag the receipt.
- A [Revenue Refund Authorization form](#) must be completed.
- Accounting will verify the data provided on the refund authorization, to confirm the funds were deposited, and that there are no outstanding obligations (such as a fine, fee, or returned check/NSF obligation).
- If the POS receipting system reflects an outstanding obligation against a student's account, accounting will make appropriate notification to the payee and reduce the refund, if appropriate.
- Accounting will generate a refund warrant and mail it directly to the payee.
- Facility rental refunds are prepared by community services and submitted to accounting for processing. Additional conditions may apply. Refer to [Board Procedure 4333P](#) Non School Use of Buildings, Grounds and Equipment.

C. **Directions for Revenue Refund Authorization Form:**

- Payee Name, Student Name, Address and Phone Number: All requested information should be provided. The payee name should be the parent/guardian, not the student.
- Reason for Refund: Explanation of reason for refund. (i.e. found textbook)
- Account Code: Use the same budget code as used on the original receipt.
- Original Receipt Number Reference: List the original receipt number from the POS receipting system (or BusinessPlus, if for facility rentals). Additional documentation may be required if the receipt was not tied to the student's account, or is otherwise not sufficient to identify the individual payment.
- Cash or Check Box: Indicate the original receipt's payment method.
- POS Refund Receipt Number: Process a refund in the POS receipting system and list the newly generated refund receipt number on the form.
- Prepared By and Authorized By Signatures: The form should be signed and dated by both the preparer and the budget authority.
- Submit to accounting for processing.