

Refund Procedures - Secretary/Bookkeeper

Supplies: Cash Refund Book
Petty Cash Checking

Warehouse Stock - Catalog #32-007200

If a refund becomes necessary, follow the instructions below:

1. Cash Refund Slips are pre-numbered and must be used in numerical order.
2. In the event a refund slip must be voided, all copies should remain in the book.
3. There are two ways to handle refunds:

(a.) **If the amount of the refund is \$5.00 or under:**

Fill out a Cash Refund Slip and refund the cash. Record the refund on your Remittance of Collections Form as a reduction when preparing your money for deposit to come up with the net deposit. Record the net deposit you have calculated from the Remittance of Collection onto the deposit slip. The white copy of the refund slip is to be turned in to the District Cashier, the yellow copy is given to the person receiving the refund and the pink copy remains in the refund book. **Note: A signed explanation for the refund from the sponsor must accompany the cash refund slip.**

(b.) **If the amount of the refund is over \$5.00:**

Fill out a Cash Refund Slip and issue the refund through petty cash checking. The check can be made payable to the student and/or parent.

1. Not Cashing the Petty Cash Check

The white copy of the refund slip is to be turned in with the petty cash checking reimbursement. The yellow copy is given to the person receiving the refund and the pink copy remains in the refund book. **Note: A signed explanation for the refund from the sponsor must accompany the cash refund slip.**

2. Cashing the Petty Cash Check

Have parent/student endorse back of check. Yellow refund slip should be issued to parent/student along with refund money. White copy of refund slip should be turned in with Petty Cash Checking reimbursement. Petty Cash Checking check should be receipted in cash receipt book and copy of check should be included in the remittance of collection to Cashier. Record the refund on the remittance of collection form as a reduction in the "Less Refunds" row. Pink copy remains in the refund book. **Note: A signed explanation for the refund from the sponsor must accompany the cash refund slip.**

4. The proper account to be charged must be adequately detailed on the refund slip.