

540: Refunds and Reimbursements

1.0 Purpose

- 1.1.** The purpose of this policy is to ensure that money received as refunds or reimbursements is available for use and credited to the right expense category and to provide for uniform and consistent procedures for the processing of refunds and reimbursements.

2.0 Refunds and Reimbursements to the District

- 2.1.** Refunds and reimbursements of any amount, occurring in the same fiscal year as the purchase, should be processed through the budgetary expense account by decreasing the expenditure in the budget line from which they were paid. Refunds and Reimbursements occurring the following fiscal year from when the purchase was expensed will be processed as Misc. Income.

3.0 Refund and Reimbursement Procedures

- 3.1.** All refunds in check or cash form should be sent to the Executive Director or Board Designee who should ensure the correct BARS coding so the correct expense account will be credited. The BARS code shall be the account from which the original expense was taken from. The refund or reimbursement should then be processed with the daily deposit to the King County Treasurer's Office. The BARS code and amount should be entered onto a misc. line on the deposit sheet so the Treasurer's Office can process the refund to the right expense category. Any questions or special circumstances should be addressed to the District Accountant.