

Department of Administrative Services - State Accounting Enterprise

Section PRE-AUDIT	Procedure Number 235.550	Page Number 1 of 1	Effective Date July 1, 2003 Revised 6/1/04
Subject YEAR-END PROCEDURES REFUND OF FEES			

1. In certain instances, departments collect fees and deposit them into appropriable receipts (fund 0001/department numbers 990-998). Occasionally, it is necessary to refund the fee, or a portion of the fee back to the payor.
2. The claim to make the refund to the vendor must be paid out of the previous fiscal year during the hold-open period, if the funds were originally deposited into the previous fiscal year.