

COMMISSION POLICY 24-02: REFUNDS

This policy replaces Commission Policy 17-01 concerning request for refunds. It is hereby declared a policy of the Marion County Board of County Commissioners that the following authority be granted for all refund requests, provided adequate documentation is submitted with the request. Approved request shall be submitted to the Clerk of Court and Comptroller for payment.

- **Less than \$2,500:** Department Director (or designee)
- **From \$2,500 to \$49,999:** County Administrator (or designee)
- **Greater than \$49,999:** Will be brought to the Board for approval

Upon citizens/customers making an erroneous electronic payment, Department Directors are granted the authority to approve all requests for refunds for said transaction, regardless of amount.

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

POLICY HISTORY

Created: April 6, 1993

Replaced: April 1, 2014; December 19, 2017

Current: August 20, 2024