

**YAMHILL COUNTY**  
**Official Policy**

**Refunds by Department Heads**

B.O. 08-274, April 30, 2008  
B.O. 16-31, January 28, 2016

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This policy is adopted to allow Yamhill County department heads to make refunds up to certain limits for described purposes, without further action by the County Administrator or Board of Commissioners.

1. **Refunds that may be allowed by department heads.** Department heads are authorized to allow refunds of fees paid or deposits made to their departments under the three circumstances listed below.

a. **Fees Paid.** If all the following criteria have been satisfied as determined by the department head:

- A fee was paid to the department for a service or product offered or provided in the ordinary course of business of the department.
- The department head has determined a refund of some or all of the fee should be returned to the person or entity who paid the fee.
- The total amount to be refunded to a particular person or entity is not greater than \$500.00.
- Adequate funds are available to make the refund.
- The department head has elected to make a refund under this section.
- The form attached as Exhibit A has been completed and submitted to the accounting division.

b. **Deposits Made.** If all the following criteria have been satisfied as determined by the department head.

- A deposit was made to a department to guarantee payment for services performed by the department.
- The deposit is greater than the final charge for the services provided by the department.
- Adequate funds are available to make the refund.
- The department head has elected to make a refund under this section.

- The department head has provided an explanation of the basis for the refund.
- c. **Excess Payments Made in Error.** If all the following criteria have been satisfied as determined by the department head:
- Payment has been made in error to a department for more than the cost of services provided by the department.
  - Adequate funds are available to make the refund.
  - The department head has elected to make a refund under this section.
  - The department head has provided an explanation of the basis for the refund.

2. **Refunds that may not be allowed by department heads.** Department heads are not authorized to make refunds of fees paid to their departments unless expressly allowed by Section 1, above. If a refund by a department head is not allowed by Section 1, a request for refund must be referred to the County Administrator or Board of Commissioners for consideration. The County Administrator can approve the refund if the amount is less than \$5,000.00. If the amount exceeds \$5,000.00, the refund must be approved by the Board.

3. **Documentation of refund required.** When a department head allows a FEES PAID refund in accordance with Section 1(a), a form providing the documentation listed in this section must be forwarded to the accounting division. (A refund form is attached to this policy.)

- Name of department
- Name and signature of the department head
- Name, address, and signature of person requesting refund
- Amount of refund
- Reason for refund
- Date of determination to allow refund
- Method of payment of refund (cash or check).

4. **Issuance of refund; nature of request.** At the discretion and approval of the department head, refunds of \$10 or less may be issued from petty cash within the department. In all other cases, refunds will be paid by check issued by the accounting division or, in the case of a fee or deposit made by credit card, a credit to the card balance. In the case of a FEES PAID refund allowed by Section 1(a), a refund form (attached) must be submitted to the accounting division. In the case of a DEPOSIT MADE refund allowed by Section 1(b), the department head may request the refund by email to the accounting division.

5. **Effective date:** This policy is effective upon approval by the Board of Commissioners. The Board of Commissioners adopted this policy on April 30, 2008.

*[Request for Refund form on following page.]*

Accepted by Yamhill County  
Board of Commissioners on  
1-28-16 by Board Order  
# 16-31