

YAMHILL COUNTY, OREGON
Request for Refund

Directions: Please complete top portion of form. Most refunds, if approved, will be paid by check issued by the accounting division within 30 days of approval. At the department head's discretion, refunds of \$10 or less may be paid from petty cash within the department. Refunds over \$500.00 require approval by the County Administrator. Refunds over \$5,000.00 require Board Order approval. (per BO 16-31)

(printed name of person requesting refund)

Date of Request: _____

(signature of person requesting refund)

Amount of refund requested: \$ _____

(street or post office address)

Reason for refund: _____

(city, state and zip code)

----- **For office use only below this line** -----

Department: _____

Department Head _____

Reason for APPROVAL or DENIAL (check one) of refund:

Amount of refund if approved: \$ _____

If approved, method of payment (check one) CHECK BY DEPARTMENT CHECK BY ACCOUNTING

Date of determination: _____

(department head signature)

County Administrator Approval (if over \$500.00): _____

Board Order approval (if over \$5000.00): _____