

# I.) Amended Refund Policy

## **East Bay Charter Township**

### **Refund Policy**

The following policy shall govern the issuance of refunds by East Bay Charter Township.

When a payment has been made to East Bay Charter Township and is found to be paid in excess of what is owed the following process should be followed:

1. Documentation showing the original bill/invoice and the payment should be attached to the purchase order requesting the refund.
2. The Purchase Order should be approved by the immediate supervisor of the department requesting the refund. Then will follow the procedures outlined in the Claim Approval Process Policy.
3. The refunds may be issued prior to Township Board approval, and will be included in the post-audit approval.

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3. The refunds may be issued prior to Township Board approval, however should be included in the post-audit approval.

This policy will only be used when a penalty/finance charge will be realized if we wait for the normal processing through the board approval.