

# Georgia Department of Public Safety Policy Manual

SUBJECT <b>REFUND CHECKS FOR THE OVERWEIGHT CITATIONS UNIT</b>	POLICY NUMBER <b>7.19</b>
DISTRIBUTION <b>SWORN EMPLOYEES</b>	REVISED DATE <b>10/31/2023</b>
	POLICY REVIEWED <b>10/31/2023</b>

## 7.19.1 Purpose

To establish guidelines for processing refund checks in the Overweight Citations Unit.

## 7.19.2 Policy

It is the policy of the Georgia Department of Public Safety not to refund overpayment from overweight citations in the amount of \$5.00 or less, unless a written request is received from the payor.

## 7.19.3 Procedures

- A. The accountant in the Overweight Citations Unit will apply payment to the citation.
- B. If funds remain after the payment has been applied, then either:
  1. If funds remaining are \$5.00 or less, the Overweight Citations Unit manager will notify the Accounting Director. The Revenue Accounting Manager will transfer the funds to the Georgia Office of the State Treasurer as part of Revenue Collections for the month. EXCEPTION – If the Overweight Citations Unit receives a written request from the payor for a refund of the overpayment, the Overweight Citations Unit manager will notify the Accounts Payable manager that a refund needs to be processed.
  2. If funds remaining are more than \$5.00, the Overweight Citations Unit manager will notify the Accounts Payable manager that a refund needs to be processed.