

Georgia Department of Public Safety

Policy Manual

SUBJECT REFUND CHECKS FOR THE OVERWEIGHT CITATIONS UNIT	POLICY NUMBER 7.19
DISTRIBUTION ALL EMPLOYEES	DATE 3/4/2010

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 initiator.

7.19.3 Procedures

- A. The accountant in the Overweight Citations Unit will apply payment from the violator 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 Accounting Director will transfer the funds to the unclaimed property liability account. **EXCEPTION** – If the Overweight Citations Unit receives a written request from the violator 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.