

## RULE 7.6 – REFUNDS AND REIMBURSEMENTS

Adopted Date: 11/28/2005

Revised Date: 01/01/2008

### PURPOSE

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In order to assure that agencies' accounts properly reflect their gross revenues and expenditures, it is important to assure the proper accounting treatment of requests for refunds and reimbursements.

### RULES

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1. Refunds of revenue received shall be made against a revenue account rather than an expenditure account on a payment request.
2. Reimbursements of an expenditure made by a vendor or employees shall be credited to an expense account.
3. If an amount is charged in error due to data entry, then an expenditure account can be credited for the same amount.
4. Agencies shall have documentation and procedures when dealing with refunds or reimbursements.

### AUTHORITY AND ACCOUNTABILITY

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The **Controller's Office** is responsible for this fiscal accountability rule and any procedures, guides, job aids, forms, and one-page summaries associated with this rule.