

REFUNDS

Refunds may be issued from internal accounts using one of the following two approved methods:

1. When an individual refund is necessary, the SFA should issue a check payable to the individual who initially paid the funds. A copy of the original receipt from the teacher receipt book evidencing initial payment should be attached to the check requisition as supporting documentation for the disbursement.
2. If a trip or activity is cancelled and multiple refunds are necessary, it is permissible to prepare one check payable to the person responsible for the activity for which the refund is approved. This person should cash the check and make the refunds in cash. Funds should be re-deposited in accordance with District policy.