

February 17, 1989

Park Directive No. 2003

CASH REFUNDSREFUNDS ISSUED BY PARK PERSONNEL

The following are established as the department's standard procedures for completing a cash refund:

1. When a cash refund is given to a park guest, the park representative will prepare a Miscellaneous Cash Receipt/Refund form (MC-2) in three (3) copies. Refund of Security Deposits is an exception and then a Special Use Receipt form (SUR) must be prepared.
2. The individual requesting the refund will be required to present the original pre-numbered receipt and proper identification, such as a drivers license.
3. The individual's full name, address, telephone number, and drivers license number will be recorded on the line marked NAME OF INDIVIDUAL - ACTIVITY.
4. A check mark will be placed in the proper square to indicate that this is a refund.
5. Enter the reason for the refund in the IDENTIFICATION OF ITEM section.
6. Enter the amount of the refund in the AMOUNT column.
7. Enter the original pre-numbered receipt number and the date on the refund form beneath the reason for refund.
8. Have the guest acknowledge the refund by signing the refund form on the line marked GUEST / PARK SUPT.
9. The park representative making the refund will sign next to, or beneath the guest's signature.

10. The distribution of the form will be:

Copy #1 will be forwarded to Central Office.

Copy #2 will be retained by the park for the files.

Copy #3 will be given to the guest.

11. The pre-numbered receipt issued to the guest will be attached to the copy of the Miscellaneous Cash Receipt/Refund form that is forwarded to the Central Office.

12. Enter the total refunds for the day on the Cash Receipt Report. Attach the refund forms to the completed Cash Receipt Report and forward to the Central Office.

13. Cash refunds will be confirmed by the Audit Section of the department.

SEE ACCOUNTING MANUAL III-2.9

See Attachment

Approved by



Richard W. Davies, Director
Arkansas State Parks