

FDA STAFF MANUAL GUIDES, VOLUME III - GENERAL ADMINISTRATION

FINANCIAL MANAGEMENT

BUDGET

USER FEE REFUND POLICY

Effective Date: 03/06/2009

1. Purpose
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1. PURPOSE

To provide guidelines for issuing User Fee refunds.

2. POLICY

User Fee refunds are granted when the agency owes a customer monies as a result of overpayments, double payments, billing errors and user fee waivers granted.

In order to process a refund, the approving authority from the Centers must submit documentation to OFM containing all relevant information. Under normal circumstances, OFM will issue refunds within 30 days of request from the Center. Incomplete documentation may create delays.

3. RESPONSIBILITIES

Centers

The individuals from the Centers sending the refund request to OFM are responsible for ensuring that the pertinent information is available.

Division of User Fees

The Division of User Fees is responsible for processing User Fee refund requests.

User Fee Lead Accountant

The User Fee Lead Accountant is responsible for authorizing Center approved User Fee refunds within UFMS. Responsibility may be re-delegated by the Director, Division of User Fees, OFM.

4. EFFECTIVE DATE

This policy is effective as of March 6, 2009 signed by William Collinson, Director, OFM.

5. Document History -- SMG 2310.12, User Fee Refund Policy

STATUS (I, R, C)	DATE APPROVED	LOCATION OF CHANGE HISTORY	CONTACT	APPROVING OFFICIAL
Initial	03/06/2009	N/a	OC/OO/OM/OFM	William Collinson, Director, OFM