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# CHISAGO COUNTY OVER/UNDER POLICY

## I. POLICY STATEMENT

The purpose of this policy is to set forth parameters for the management of overpayments and underpayments to Chisago County. This policy is designed to self fund the petty cash fund.

## II. POLICY GUIDELINES

1. It shall be the policy of the Chisago County Treasurer's office to retain overpayments of \$5.00 or less.
2. It shall further be the policy of the Chisago County Treasurer's office to not pursue collection of underpayments of \$5.00 or less.
3. All monies collected and disbursed will self fund the petty cash fund which will be kept in the locked safe in the County Treasurer's Office.
4. Refunds in any amount will be made upon the request of the remitting party.