

**From:** Bales, Tejal  
**To:** Lewis, Paul V. <Lewis\_PaulV2@scdps.state.sc.us>  
Harrison, Johnny A. <Harrison\_johnnya@scdps.state.sc.us>  
**CC:** Adams, Marcia S. <Adams\_MarciaS@scdps.state.sc.us>  
Royal, Don R. <Royal\_DonR@scdps.state.sc.us>  
Jennings, Pamela B. <Jennings\_PamelaB@scdps.state.sc.us>  
Deleon, Wanda J. <Deleon\_WandaJ@scdps.state.sc.us>  
Uswa, Wanda P. <Uswa\_WandaP@scdps.state.sc.us>  
Findlay, W. David <Findlay\_WilliamD@scdps.state.sc.us>  
**Date:** 1/10/2001 4:51:11 PM  
**Subject:** FW: DMV Refunds

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OK, here it is!

Only one Audit&Review staff member will review the refunds from the Branches. All communications will be conducted between DMV Audit&Review staff member back to the branches and to DPS-A/P. This will expedite the refund review and processing time. (plz see the statue below).

Audit&Review staff member will proper name, address, zip, authorization, proper DMV g/l code, amount of refund, reason for refund, and all other necessary information needed by DPS A/P for refund processing.

If for some reason a refund has to be expedited, we will fax a request to Johnny for "speedy service", but only if an emergency arises.

**The problem is when the original refund for the customer who has an emergency is processed by A/P, there are no controls in the A/P system to prevent a duplicate refund. A/P staff will have to look for these Social Sec. #'s manually, a real challenge!.**

**Per statute Section 56-3-890 states there is a 6 month period to receiving a refund check from SCDPS.**

We will discuss the refund requests and proper and required information processed from the branches during the Jan 17th meeting with the branch managers, if this is ok with Wanda U. & David F.

**I hope this helps, and any streamlining suggestions will be greatly appreciated.**

Thx tejal

-----Original Message-----

**From:** Bales, Tejal  
**Sent:** Wednesday, January 10, 2001 3:38 PM  
**To:** Lewis, Paul V.  
**Cc:** Adams, Marcia S.; Harrison, Johnny A.; Royal, Don R.  
**Subject:** RE: DMV Refunds

I am in process of researching w/ Johnny Harrison, and I will keep you updated ASAP!.

-----Original Message-----

**From:** Lewis, Paul V.  
**Sent:** Monday, January 08, 2001 12:43 PM  
**To:** Bales, Tejal  
**Cc:** Adams, Marcia S.  
**Subject:** FW: DMV Refunds

Tejal,

Don asked me to find out what might be causing the delay in the refunds getting out to Accounts Payable. From the email Don sent me, AP just got DMV's November refunds. Is Audit and Review waiting to the end of

the month or are they just behind in processing?

Thanks,

Paul

-----Original Message-----

**From:** Royal, Don R.  
**Sent:** Friday, January 05, 2001 3:38 PM  
**To:** Lewis, Paul V.  
**Subject:** FW: DMV Refunds

Paul, please follow up with tejal to see why the delays are occurring. Thanks, don

-----Original Message-----

**From:** Jennings, Pamela B.  
**Sent:** Friday, January 05, 2001 2:07 PM  
**To:** Harrison, Johnny A.; Royal, Don R.  
**Cc:** Watts, Dianne O.; McKeown, Virginia J.  
**Subject:** DMV Refunds

FYI:

Accounts payable received a very large stack of DMV refunds in yesterdays mail. All of these refunds were issued through the field offices in November.  
Thanks, Pam

Pam Jennings  
Accounts Payable Supervisor  
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