



City of Tupelo Refund Policy

The City of Tupelo uses the following guidelines when a refund is requested:

1. A request is submitted to Accounts Payable, signed signature authority, with a copy of proof of receipt attached.
2. The refund is processed with Accounts Payable and is submitted to the City Council for approval on the Claims Docket, at a regular meeting held on the 1st and 3rd Tuesdays of the month.
3. Once approval is complete, a warrant is issued.