

# TOWNSHIP OF ROXBURY

## *Interoffice Memo*

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### REQUEST FROM MANAGER FOR REFUND

The \_\_\_\_\_ Department is requesting the following refund:

Payable: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Program: \_\_\_\_\_

Amount: \_\_\_\_\_

Reason: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

RECOMMEND APPROVAL/DENIAL:

\_\_\_\_\_  
Department Head Date

APPROVED/DENIED

\_\_\_\_\_  
Christopher Rath, Township Manager Date