DIVISION OF FINANCE AND ACCOUNTING
REFUND REQUEST

DEPARTMENT: _____

Cashier Transmittal Receipt #_____

REQUESTER: _____

REQUESTER PHONE #: _____

SUPPLIER ID: _____

SUPPLIER NAME: _____

SUPPLIER ADDRESS: _____

_____

_____

_____

SUPPLIER PHONE #: _____

SUPPLIER EMAIL: _____

Department/ Project Code	Account Code	Fund Code	Amount

TOTAL: _____

REASON FOR REFUND: _____

DEPT. AUTHORIZATION: _____ DATE: ____/____/____

DEPT. HEAD AUTHORIZATION: _____ DATE: ____/____/____

PRINTED NAME: _____

INSTRUCTIONS

To search the Departmental Authorization List (DAL), navigate to the following:

Departmental Authorization > Dept/Project Authorizations. Then, enter the department or project number in the SpeedType Key field and select Search.

Attach supporting documentation using the examples of source information shown below:

- A copy of receipt(s), including cash transmittal receipt and itemized receipt that include the method of payment.
- Additional documentation, if necessary, to determine the validity of the refund.

Additional Information

REFUNDS TO STUDENTS NEED TO BE PROCESSED THROUGH STUDENT ACCOUNTS/FINANCIAL AID.

If the original payment was made by credit card and within one year of the requested refund, the refund must be processed using the original credit card system where the payment was accepted. Any credit card refund request initiated more than one year from the original transaction posting date must be processed by check.

This form is not used for payments to suppliers for goods or services.

EMAIL COMPLETED FORMS TO VENDOR@UCF.EDU OR MAIL TO FINANCE & ACCOUNTING, RP-PVL 300 +0975.

F&A USE ONLY

Funds beginning with 21XXX, 51XXX, and 91XXX will be posted to dept. 02500519 and account code 151901.

A weekly JID will be generated to DR the original project and account code and to reverse the refunded clearing department.

Form 41-615 (0/2017)