



## Procedure: Completing a Departmental Refund Request Form

**Overview:** The Departmental Refund Request Form is to be used by University departments who wish to refund vendors or students for amounts paid. The form contains four options for refunds, funds can be deposited to the FSU Card, back to the credit card that they were paid from, by mailed check, or by check to be picked up in the office by a departmental representative. Please allow up to three days for refund processing.

### I. Locating the Form

- a. The form can be found on the Student Financial Services departmental website [www.controller.vpfa.fsu.edu/controller-forms](http://www.controller.vpfa.fsu.edu/controller-forms), under the Student Financial Services section.
- b. The form will open in an editable PDF format, which will allow users to enter information electronically before printing.

### II. Completing the Form

- a. Begin by choosing an option from the "Choose One" drop-down box on the right-hand side of the form. If the refund is to a student, select "Student", if to a vendor, select "Vendor" or if to neither, select "Other".
- b. Next, type the name and mailing address of the person receiving a refund into the "Client Information" box in the upper left-hand corner of the screen.
- c. If the refund is going towards a student or an employee, enter the FSUSN of the individual into the "SS#" box. If the refund is going to a vendor, enter the vendor's ID in the "Vendor ID" box.
- d. If you do not have any identifying numbers for the individual or vendor, type "Assign" in the ID field so that we may assign a false identification number to the account.
- e. If the refund is to be sent to an FSU Card or Credit Card, type the card number and expiration date into the appropriate box.
- f. In the "initiated by" field, type the name of the individual who is filling out the form.
- g. In the "phone #" field, type the phone number of the person who is filling out the form.
- h. In the "description" field, enter a description of the refund, as well as any notes about have the check picked up in the office by a departmental representative. Make sure to include and name and telephone number of the representative that the check will be held for.
- i. On the "department id number", "fund", "account", and "amount" fields, enter the appropriate information.

**\*Important\*Every refund MUST have a department, fund, and account number\*Important\***

- j. The total for all refund entries will be automatically calculated in the "Total Amt" field.
- k. A supervisor must sign the "Authorized Signature" line and print their name in the "Print Name" field.

### III. Submitting the Form

- a. The form may be faxed to (850)644-5142.
- b. The form may be mailed to: Student Financial Services Florida State University University Center A, Room A1500 Tallahassee, FL 32306-2394
- c. The refund may also be emailed to [gpage@admin.fsu.edu](mailto:gpage@admin.fsu.edu) in PDF format.



### Departmental Refund Form

**Client Information (name and address):**

Choose One:

\_\_\_\_\_  
SFS Use Only: Reference Number

**FSUSN / Vendor ID #:**

**Please choose a method of refund:**

- Credit Card\*      Card #:       Exp. Date:
- FSU Card              Card #:
- Check (default option, a check will be mailed to the address listed above.)

**Reason for Refund:**

**Refund Information:**

Seq #	Department Number	Fund Code	Account Number	Amount
001				
002				
003				
004				
005				
			Total Amount:	

Refund Initiator:

Phone Number:

Supervisor:

Phone Number:

Department:

\*Credit Card payments more than 60 days old must be refunded by check instead of to the credit card.

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date