



Cashnet/Transact Financials Refund Request Form

The purpose of this form is for departments to provide refunds when the payment was non-tuition related and made via credit card using Cashnet/Transact Cashiering or eMarket functionality. Controller's Office staff will initiate refunds within the Cashnet/Transact system based upon details in this form. Please allow up to three days for refund processing. For non-credit card payment refunds, use the Payables & Disbursement Services Departmental Refund Request Form.

Method of Payment Originally Received from the Customer: ☐ Online Credit Card (eMarket) ☐ In Person Credit Card (Cashiering)

Department Requesting This Refund

Department Name:	<input type="text"/>	Contact:	<input type="text"/>
Phone #:	<input type="text"/>	Email:	<input type="text"/>
Date Requested:	<input type="text"/>	Date Required:	<input type="text"/>

Refund Recipient & Transaction Information

Customer Name	<input type="text"/>	Cashnet Transaction No.	<input type="text"/>
Receipt Email Address	<input type="text"/>	Cashnet Transaction (Business) Date:	<input type="text"/>
Cashnet Item Code:	<input type="text"/>	Refunding Department ID:	<input type="text"/>
Cashnet Transaction Amount:	<input type="text"/>	Requested Refund Amount:	<input type="text"/>

Comments/
Justification
For The Refund

Refund Approval

<input type="text"/>	<input type="text"/>	<input type="text"/>
Department Head/Budget Manager	Signature	Date

**This section to be completed by the Controller's Office Revenue Accounting Services*

<input type="text"/>	Cashnet Refund Transaction ID	<input type="text"/>
Revenue Accounting Manager Approval		
Processed By:	<input type="text"/>	Date Processed: <input type="text"/>