

Transact 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 Transact functionality. Controller's Office Deposit Accounting staff will initiate refunds within the 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.

Department Requesting 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"/>	Transact Customer ID (if applicable)	<input type="text"/>
Receipt Email Address	<input type="text"/>	Transact Transaction No.	<input type="text"/>
Transact Transaction (Business) Date:	<input type="text"/>	Transact Item Code:	<input type="text"/>
Transact Transaction Amount:	<input type="text"/>	Requested Refund Amount:	<input type="text"/>

Comments/ Justification For The Refund	<input style="width: 100%; height: 100%;" type="text"/>
--	---

Refund Approval		
<input style="width: 95%; height: 25px;" type="text"/>	<input style="width: 95%; height: 25px;" type="text"/>	<input style="width: 95%; height: 25px;" type="text"/>
Department Head/Budget Manager	Signature	Date

<i>*This section to be completed by the Controller's Office Deposit Accounting</i>			
<input style="width: 95%; height: 25px;" type="text"/>	Transact Refund Transaction ID	<input style="width: 95%; height: 25px;" type="text"/>	
Deposit Accounting Manager Approval			
Processed By:	<input style="width: 150px; height: 25px;" type="text"/>	Date Processed:	<input style="width: 150px; height: 25px;" type="text"/>