Completing a Refund of Receipts

To access this Form, choose the Shop menu, then Shopping, then View Forms.

1. Start the process with the page prompts and complete all required fields.

2. Complete the form until all requirements are met. Be aware that some portions are for the AP department only.

(Additional information is available in the ShopUW+ AP Quick Reference Guide.)

3. Select Submit.

4. Choose Yes to Confirm.