

Quick Reference Guide

Roles: Requesters, Approvers

Scenario: Check Action

Navigation: Shop, Shopping, View Forms

Notifications: Approver at submittal.
Requester at approval.

Key Tips: Access is also provided through the Shop Home page by scrolling to forms.

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.

COMPLETING A REFUND OF RECEIPTS

Refund of Receipts

Form Number: 554306
Purpose: Check Request
Status: Incomplete

Instructions

The Refund of Receipts Form is used to request refunds of money that was deposited with the University as a receipt or sales credit. Payee would be the person, firm, or institution that made the original deposit. Only one payee is allowed per form.

A description/justification of why the money is being refunded must be provided and backup documentation supporting the refund must be attached to the form.

The **supplier selected for this form** should either be (1) a persistent vendor active in the system or (2) the Refund of Receipts single payment vendor [search refund in the supplier search]. Any other single payment vendor used (i.e. using the SINGLE PAY single payment vendor) will result in this form auto-returning to you.

The **account codes used for this form** should start with a 7xxx or a 9xxx - using a different account code will result in this form being auto-rejected. Any requests for other non-revenue expenses should be submitted outside of this form (i.e. Direct Pay Form, e-reimbursement, Payment to Individual Request Form, etc.).

Refunds are generally issued for reasons such as cancelled conferences, registrations or other events; incomplete services; or funds inappropriately paid to the University, in compliance with established University policies and procedures.

Student tuition related refunds/adjustments and housing refunds are primarily handled outside of this form.

Review and Submit

Required Fields Complete

Section	Progress
Details	Required Fields Complete
Supplier	Required Fields Complete
Questions	Required Fields Complete
Funding String	Required Fields Complete
Additional Information - AP Use Only	Required Fields Complete

Confirm

Are you sure you want to submit this form?

Yes No