Vendor Refund Process

1. Receive refund check of expenses posted to Wiser from business, individual, or institution.

2. Use Wiser to locate, verify and print original payment posting.

3. Is the fund being refunded still current?
   - No: Department can credit an appropriate discretionary gift fund.
   - Yes: Complete check deposit form to match exactly what is shown in Wiser for account code and description.

4. Department attaches check(s) and completed check deposit form. Attach payment info from Wiser.

5. Paper clip check and check deposit form and forward to Dean’s Office 2630 EH.

6. COE processes refunds on a weekly basis and payment will post in Wiser offsetting original expenses.

Check Wiser for funding contract dates.