E-COMMERCE CREDIT CARD REFUND

Instructions to Complete this Form:

1. Please complete the top section of this form and leave the Refund Batch number blank.
2. **Please have the person who completes the form sign as the Document Preparer and the person who may authorize expenditures from your account sign as the Dept. Approver. These must be different people.**
3. Submit the original to Payment Card Operations, S-113 Criser Hall, PO Box 112008 or email to Treasury-CreditCards@ad.ufl.edu.
4. Payment Card Operations will process the e-commerce refund to the card account of the original transaction and will adjust the General Ledger.
5. Upon receipt of a Payment Card Operations refund notification, your department must send a notice to your customers informing them that the refund has been issued.
6. Should you have any questions please contact Payment Card Operations at 392-9057.

UF ID #	CUSTOMER NAME	IPAY DOC / Bill ID #	CASHIER RECEIPT / CN Receipt #	ORIG. TRANS DATE	ORIG. TRANS AMOUNT	REFUND AMOUNT	REFUND BATCH #
					Total Refund Amount:	$ 0.00	

Department Name:

Dept. ID:

Document Preparer Signature: ______________________________

Dept. Approver Signature: ___________________________________

Document Preparer Name: _________________________________

Dept. Approver Name: _____________________________________

Date: _______________________

Date: _______________________

FOR TREASURY MANAGEMENT USE ONLY

Voucher ID:____________________ Initials:___________________ Date:_____________________ IP#: _________