

THE UNIVERSITY OF OKLAHOMA
 Financial Services
 660 Parrington Oval Room 303
 Norman, OK 73019-3080
 (405) 325-3021

Refund Request

| |
|---------------|
| |
| FS's Use Only |

| | |
|---------------|--|
| Prepared by | |
| Phone | |
| Date Prepared | |

| Payee Name and Address (Box 1) |
|--------------------------------|
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| Refund to be made from (Box 2) | | | |
|--------------------------------|--------------|-----------|--------|
| Dept No. | State Source | Acct Code | Amount |
| | | | |
| | | | |
| | | | |
| | | | |
| Total | | | |

| Special Instructions (Box 3) |
|------------------------------|
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| Information from Original Deposit (Box 4) | | | |
|---|--------------|-----------|-----------------|
| Dept No. | State Source | Acct Code | Amount |
| | | | |
| | | | |
| | | | |
| Journal ID | | Ref No. | Date of Deposit |
| | | | |

| Reason for Refund (Box 5) |
|---------------------------|
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|------------------|------|
| Sponsor Approval | Date |
|------------------|------|

| | |
|-------------|------|
| FS Approval | Date |
|-------------|------|

This form must be used for refunding money that has been paid to the University for fees, tickets, classes, etc.
*******This form should not be used for reimbursement requests or Student Accounts Receivable refunds*******

Instructions

All information must be completed before submitting the form to FS.

Enter the name and phone number of preparer and the date prepared.

The sponsor signature and date are required on each form.

Submit the completed form to Financial Services. If you have questions, please call 325-3021

Box 1: Enter payee name and address

Box 2: Provide Department number, State Source, Account, and amount of refund.

Coding should generally be the same as the original deposit. Enter up to three lines per payee.

Box 3: Enter any special instructions for the payment.

Box 4: Enter the Journal ID, Reference Number (Bursar batch number), and date of the original deposit.

This information can be found on the Soft Money Detailed Balance Sheet report from PeopleSoft financials.

Box 5: Enter the reason for the refund request.