

UNIVERSITY OF WISCONSIN **PARKSIDE** Refund of Receipts

Please note that refunds are required to be made using the same method as the original payment. This form is used to request refunds of cash or checks that were deposited with the University as a receipt or sales credit. Some common uses of the Refund of Receipts (ROR) are: An individual paid to participate in an event that was subsequently canceled. A department received money for an item that was not delivered and needs to refund the purchaser.

The Payee is the person, firm, or institution that made the original payment. You must fill out a separate form for each payee. This form uses drop-downs, auto-fills, and can accept electronic signatures.

**Please attach appropriate documentation and submit to [businessservices@uwp.edu](mailto:businessservices@uwp.edu)**

Last Name or Business Name	First Name or ATTN:	Street Address	City	State	Zip

Date	Choose Account & Description	Fund	Dept ID	Prog	Project	Sub-Class	FY	Amount

<b>Description/Reason for Refund: 30 character limit</b>	<b>Total</b>

Notes:

**Business Services will mail checks directly to payees.** In certain circumstances, you may request to pick up the refund check. Fill out this section **only** if it applies to you.

<b>Campus Check Custodian</b>	Please contact for pick up:	NAME	DEPT/OFC	EXT
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As the check custodian, I understand that I must pick up the check in Business Services. I am responsible for the safe keeping of this check until it is distributed. I will keep the check in a secured area and only distribute to the payee.

Signature \_\_\_\_\_ Distribution: \_\_\_\_\_ Date \_\_\_\_\_ Method \_\_\_\_\_

Preparer: _____ Date: _____ EXT: _____	Supplier # _____	Remit To # _____
Dept. Chairperson/Project Director _____ Date _____	<b>Business Services Voucher Stamp Only</b>	
Dean/Director _____ Date _____		
Business Services Authorization _____		