**Date of Refund Request:**

**Request Submitted By:**

**ATTN:**

*[ ]* Debbie Babcock (Balance Adjustment)

*[ ]* Sabrina Dawson (PayPal Credit Card Refunds)

*[ ]* Marisol Vigil (Pay Voucher Check/Cash Refunds)

**Attendee:**

**Payee for Refund:**

**Date of Registration:**

**Payment ID Number:**

**Amount to Refund/Adjust:**

**Type of Credit:**

*[ ]* Balance Due Adjustment

*[ ]* Credit Card Refund

*[ ]* Check Refund | Budget Code:

*[ ]* Cash Refund | Budget Code:

**Reason for Refund:**

*[ ]* Eligible for no-cost registration code

*[ ]* Duplicate payment

*[ ]* Canceled registration

*[ ]* Event was cancelled

*[ ]* Other – Explain:

Authorized By (*Signed by Department Submitting Request)*:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |
| --- |
| ***For Business Services Use ONLY***Completed By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date Completed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Logged in Reg System?: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |