REFUNDS

When it is necessary to process a refund of amounts paid to UT Health San Antonio, the department is responsible for initiating and submitting the necessary paperwork to the Office of Accounting. Refunds are processed via the Payment Request and must provide the following information:

1. Name and address of payee to be refunded;
2. Vendor ID number of payee (if available);
3. Amount to be refunded;
4. Account and project ID number used on the original deposit;
5. Explanation for refund;
6. Deposit date, CR transaction number, receipt number, or original deposit (not applicable to UTMED, DSRDP, Bookstore, Continuing Education and University Police).