

HEALTH SCIENCE CENTER HANDBOOK OF OPERATING PROCEDURES

Chapter 6	Fiscal Policies and Procedures	Effective:	July 2000
Section 6.1	Accounting	Revised:	September 2008
Policy 6.1.12	Refunds	Responsibility:	Assistant Vice President for Business Affairs

REFUNDS

Procedures

Certain departments are authorized to issue refunds. Contact the Accounting Office for a current listing of those departments. When a refund is necessary, the authorized department is responsible for initiating and processing the necessary paperwork to the Accounting Office. Refunds are processed on a [Local/State Voucher](#) and must provide the following information:

1. Name and address of payee to be refunded
2. Vendor ID number
3. Amount to be refunded
4. Account number (the number used on the original deposit)
5. Explanation for refund
6. Deposit date, CR number, receipt number, or original deposit (not applicable to MSRDP, DSRDP, Bookstore , and University Police)
7. Authorized signature for the project ID being charged

The voucher should be sent to the Accounting Office for processing.
