

Revenue Refund Form
University of Florida

Voucher Number: _____

Revenue refunds are processed the same as an unencumbered voucher. A revenue refund is a return of previously recorded revenue to a governmental agency, a return of fees or charges, etc.

Make Refund Payable to:

Vendor Number:	
Vendor Name:	
Mailing Address:	

Original PeopleSoft Deposit ID:

Number:	
Date:	
Original Deposit Amt:	
Amount of Refund:	

Chartfields:

DeptID:	
Fund:	
Program:	
Account:	
Source:	
Flex:	
ID:	
CRIS:	
Projects	
PC BU:	
Project ID:	
Activity:	

Dept. Initiating Refund:	
Address:	
Phone:	
Reason for Refund	

I certify that all information is factual and accurate, that this is a proper and valid refund, and the undersigned is officially empowered to enter into such transactions on behalf of the above departments.

Certification:

Name: _____
Signature _____ Type or Print _____ Date _____

Upon completion, please fax to Imaging at (352) 846-1020 or mail to PO Box 115350