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
FA-PDS-RR 09/2007