# Customer Refund Request Form

| SECTION 1 | Requestor Info | | |
|---|---|---|---|
| Date of Request: | | Requested By: | |
| Phone Number: | | E mail Address: | |

| SECTION 2 | Department Info | | |
|---|---|---|---|
| Department Name: | | Faculty: | |
| Budget Owner Name: | | Budget Owner E mail Address: | |
| Budget Owner Phone Number: | | Budget Owner Signature: | |

| SECTION 3 | Customer Info | |
|---|---|---|
| Customer Name: | | PeopleSoft Customer Number: |

| SECTION 4 | Payment Info | | |
|---|---|---|---|
| PeopleSoft Invoice Number: | | Payment Date: | |
| Cheque/Remittance Number: | | Refund Amount: | |
| Reason for Refund: | | | |

| SECTION 5 | Special Notes or Instructions |
|---|---|
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| Accounts Receivable Office Use Only | | |
|---|---|---|
| Date Request Received: | | Request Completed By: |
| Approval Date: | | |