



UNIVERSITY CASH SERVICES

CASHNet eMarket Refund Request Form

Bayramian Hall Lobby
Phone: (818) 677-8000 Option 3
Fax: (818) 677-4911
Mail Code: 8214

CASHNET EMARKET REFUND INSTRUCTIONS:

This form is to be used when a College/Department has a customer who is requesting a refund for a service or item purchased via the CASHNet eMarket Storefront. An authorized "requestor" from the College/Department will fill out the CASHNet eMarket Request Form on behalf of the customer, obtain the proper approvals and submit the original form to University Cash Services, located in Bayramian Hall, in person or via campus mail. Partial refunds are permitted. Refunds can be processed no later than 90 days from the original transactions date.

Please Include:

- Original (Approved) Copy of CASHNet eMarket Request Form
- Copy of Customer Transaction Receipt (customer email receipt is acceptable)

REFUND REQUEST INFORMATION:

Customer Name: _____ Phone: _____

Email Address: _____

CASHNet Transaction Date: _____

CASHNet Transaction Number: _____ Refund Amount: \$ _____

Reason for Refund/Check Request: _____

Department/College Name: _____

Print Name: _____ Requested By: _____ Date: _____

Signature

Print Name: _____ Financial Approver: _____ Date: _____

Signature

DO NOT WRITE BELOW THIS LINE – FOR UCS OFFICE USE ONLY

Refund Batch Number: _____ Refund Date: _____ Refund Amount: \$ _____

Processed By: _____ Approved By: _____ Date: _____

Asst. Director, UCS