

PROCEDURE

Effective Date: 6/7/07

Approved By: Vice President George Pierce

Authority: RCW 28B.15.600; RCW 28B.63; SAAM 85.54

Cancels:

See Also: PRO-U5352.05A; PRO-U5352.05B

PRO-U5352.05C

REFUNDING AN OVERPAYMENT NOT RECORDED ON A STUDENT OR GENERAL RECEIVABLE ACCOUNT

Definition:

Overpayments: From time to time, university departments receive and record payments outside of the student accounts and general accounts receivable system. An on-line General Refund Voucher or hard-copy Purchase Order form must be completed to request payment refund.

Action by:

Action:

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| Payer | 1. Contacts Financial Manager of the university department that received the payment. |
| Financial Manager | 2. Determines that a payment should be refunded. |
| | 3. Finds the fund and account where payment was recorded. |
| | 4. Prepares General Refund Voucher or Purchase Order form. |
| | 5. Sends General Refund Voucher to Student Accounting Accountant. |
| Student Accounting Accountant | 6. Searches for an existing student account. |
| | 7a. If there is a student account with unpaid charges:
Records payment on the student account. (Go to 8) |
| | 7b. If refund is to credit card:
Sends General Refund Voucher or Purchase Order to University Cashier. (Go to PRO-U5352.05A) |
| | 7c. If there is no student account with unpaid charges:
Sends the General Refund Voucher or Purchase Order to Finance Accounting Services. |
| Accounting Services | 9. Searches for existing accounts payable W#. |
| | 10. Creates an ID if none exists. |
| | 11. Issues check. |
| Student Accounting Accountant | 12. Reconciles refund checks requested by Student Accounting with refund checks issued by Accounting Services monthly. |