



David Douglas School District
Customer Refund Request

**FORM BS-F-007
REVISED 3.19.19**

Date: _____

Prepared by: _____ School or Department: _____

Please issue refund to:

(Enter Payee Name: Parent/Customer) _____

Address: _____

Phone #: _____

Student Name(s) (if Applicable): _____

Student ID #(s): _____

Reason for Refund: _____

Total Amount to Refund: \$ _____

Budget Number: _____

Original Payment type (Circle One): Cash Check/Money Order # _____ Credit Card

Original Receipt # _____ (reprint attached) Mealtime Report (copy attached) _____

Refund processed in InTouch? (circle one) YES / NO _____ (initial and attach refund receipt)

Authorization to Refund: _____ Date: _____

\$50 & under - to be refunded through Petty Cash:

Received by: _____

Paid by: _____ Date: _____

Business Office Use Only

Deposit Date _____ Deposit # _____

Disposition _____ A/R Clerk verification Initials: _____ Date: _____

Accounting Manager Review: _____ Date: _____

Over \$50 - check to be issued by Accounts Payable: Vendor Set Up by Purchasing: _____ (initial)



David Douglas School District
Customer Refund Request

FORM BS-F-007
REVISED 3.19.19

This form is to be completed by District Staff for requesting and processing refunds to parents, students, or customers who have paid money to the school or district. This form should be used in conjunction with Refunds Procedure BS-P-007 and Petty Cash Procedure BS-P-008.

Instructions: PLEASE WRITE LEGIBLY

1. Write today's date, your name and your school or department at the top of the form.
2. Write the first and last name of the person to whom the refund should be paid, and put this person's complete address and phone number in the space provided. **IMPORTANT:** Double check that name, address, and phone # is current and correct.
3. If the refund request is for a student fee or fine, fill in the blanks with student's name and ID#.
4. Briefly describe the reason this refund is being requested. If there are backup documents pertaining to the refund (ie: library slip showing book returned, mealtime report showing balance to refund, email requesting refund, etc.) attach these documents to the form.
5. Write the total amount to be refunded. Note: This amount should match the amount of the original payment unless only a partial refund is due. Refund amount should never exceed the amount of the original payment.
6. Write the budget code to be used for this refund. This is usually the same revenue code from which the original payment from the parent, student, or customer was received.
7. Payment type: Circle the appropriate response to indicate if the original payment from the student, parent, or customer was made by cash, check, money order, or credit card. If paid by check or money order, write the check/money order number in the blank.
8. For student fees/fines processed through the InTouch receipting system:
 - a. Reprint the original payment receipt and attach it to the refund request form. (See InTouch instructions if needed.)
 - b. Process a refund in the InTouch system for the original payment and attach the refund receipt to the refund request form. (See InTouch instructions if needed.)
9. Submit the Refund Request Form along with all backup documents to the School Principal or Department Administrator for review and approval.
10. Principal or Administrator: Sign "Authorization to Refund" and Date to indicate approval for issuing payment of refund. Return form and backup documents to Secretary/Clerk.
11. Refund \$50 and under to be paid out of Petty Cash:
 - a. SEE ALSO DISTRICT PETTY CASH PROCEDURE, BS-P-008.
 - b. District personnel authorized to handle petty cash may issue payment of exact amount of "Total Amount to Refund" from school or department petty cash fund.
 - c. Person receiving the funds **MUST** sign on the "Received by" line at the time of receipt.
 - d. Person paying the funds from petty cash **MUST** initial on the "Paid by" line and write the date when paid.
12. Refund over \$50 – refund check must be issued by District Office. Forward completed and approved form along with all backup documents to District Office: Accounts Receivable.