

REFUND VOUCHER

SAM

DEPARTMENT	
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PAYMENT DETAILS:

Supplier No: (if known) AP	
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Customer Name (if sponsor):			
Student name:			
Payable to: (if different from above)		Student no:	
Address for Payment:			

REFUND AMOUNT		GBP	<input type="checkbox"/>	Currency	<input type="checkbox"/>	Currency Code	i.e. USD
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Refund payment type	Cheque <input type="checkbox"/>	UK BACS <input type="checkbox"/>	Card Manual <input type="checkbox"/>	Card Online <input type="checkbox"/>	Foreign Payment <input type="checkbox"/>	Refund Source a/c <input type="checkbox"/>
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Bank A/C details for UK BACS - only fields marked * / Foreign Payment - all fields required

Sort Code*		Bank Name:
Account No:*		
Account Holder Name		Bank Address:
SWIFT		
IBAN		
Routing Code <small>(USA Only)</small>		

REASON FOR REFUND: Supporting documentation attached Yes / No

PAYMENT REFERENCES: **Cashier's Office Use Only:**

Transaction No:	Date	Amount		Check	Initials
			Payment Ref	Yes / No	
			Coding	Yes / No	
			Debit Memo	Yes / No	
			Credit Note / Memo	Yes / No	
			O/S Debts	Yes / No	

Account Code	Project Code	VAT Code	Amount	Description
9 9 5 4	H C - X X 1 S A M	SO		

	Signature	Date
Prepared by	Sign and print name	
Departmental Authorisation (when refund requested by dept/school)	Sign and print name	
Student Finance Authorisation	Sign and print name	
CASHIER'S OFFICE AUTHORISATION		
FINANCE OFFICE USE ONLY	Cheque no: <input style="width: 40%;" type="text"/>	Transaction number: <input style="width: 40%;" type="text"/>