



Finance & Business Services, Building 10C

Bank.Rec@anu.edu.au
Enquiries: (02) 6125 8721
Facsimile: (02) 6125 8797

Request for Credit Card (Web Payment) Refund

| | | | | | |
|-----------------|----|----------------------|--|-------------|--|
| Campus ID: | | POS No: | | Receipt No: | |
| Receipt Amount: | \$ | Refund Amount: | | \$ | |
| Receipt Date: | | Receipt Description: | | | |

| | | | | | |
|--------------------|--|--|--|--|--|
| Name on Receipt: | | | | | |
| Reason for Refund: | | | | | |
| | | | | | |
| | | | | | |

| | | | | |
|--------------------|--|--------|--|--|
| Name of Requester: | | | | |
| Business Unit: | | Phone: | | |

I hereby confirm that I hold the appropriate delegation to authorise this refund (Delegation 4.7a or 4.7b)

| | | | |
|--|--|-------|--|
| Authorisation (Delegated Officer's Signature) | | | |
| Name (Block Letters) | | | |
| Uni ID: | | Date: | |

Note: If the expiry date on the credit card has changed since the original payment was received then a refund to the credit card will not be able to be processed.

F&BS Use Only

| | | | |
|----------------|--|------------------------|--|
| WPZ Reference: | | RRN: | |
| Refund Amount: | | Date Refund Processed: | |
| Receipt ID: | | | |
| Operator ID: | | Operator Signature: | |
| Comments: | | | |
| | | | |
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Please attach receipt supporting this form and forward to Bank Rec, Finance & Business Services Division, 10C