

**CAMPUS RECREATION  
CAMPUS RECREATION CENTER  
REFUND REQUEST FORM**

**This Form MUST Be Fully Completed In Order To Process**

**DATE:** \_\_\_\_\_  
**NAME:** \_\_\_\_\_  
**EMAIL:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_

**AMOUNT:** \_\_\_\_\_ **COURSE TITLE:** \_\_\_\_\_

**REASON FOR REFUND (WHAT & WHY):** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**CREDIT CARD NUMBER (if applicable):** \_\_\_\_\_

**CREDIT CARD EXPIRATION DATE:** \_\_\_\_\_

**V- CODE # (Last 3 Digits on the back of the card - above signature line):** \_\_\_\_\_

**GT ID #:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**SIGNATURE OF THE REQUESTOR:** \_\_\_\_\_

**APPROVED:** \_\_\_\_\_  
Program Coordinator Date

**OFFICE USE / INSTRUCTIONS**

1. Make sure a receipt from the original transaction is attached.
2. For Credit Card / Buzz Card refunds, process the refund via the credit card machine.  
Attach receipts.
3. For all refunds, process the refund in Class software. Print the refund receipt and attach.
4. For check refunds:
  - a. Turn in this (Refund Request) form with documentation attached to accounting staff.
  - b. Turn in a copy of the Class refund receipt with your Daily Cash Balance Report at end of shift.
5. Transfer the receipt number from the Class refund receipt to the space provided (below).

**CLASS RECEIPT #:** \_\_\_\_\_

**DOC. REFERENCE #:** \_\_\_\_\_  
(provided by accounting staff)