



# REFUND REQUEST

**Instructions:**

1. List amount of refund and reason for refund.
2. Complete section for Check Refund or Credit Card Refund.
3. Staple copy of Credit Card Refund Transaction with date to this form.
4. Keep a copy for your records.
5. Submit original and one copy to the Director in charge of the event for their signature.

Event:		Date of Event:	
Reason for Refund:		Price per Person:	
		Date of Request:	
		Requested by:	
Amount of Refund:	\$	Position:	
Director:	Director Signature:		

**USE THIS BOX FOR CHECK REFUNDS ONLY:**

Payable to:		
Address:		
City:	State:	Zip:

**USE THIS BOX FOR CREDIT CARD REFUNDS ONLY:**

Name(s) of Event Participant(s):	Amount paid:
	Date originally paid:
Name on Credit Card:	Recommended Refund:
<b>DIRECTORS/BOARD USE ONLY</b>	
Penalties assessed: \$	For:
<b>Note: Cancellation refunds less than \$10.00 will not be issued</b>	

<b>Treasurer's Use Only</b>	Date Paid	Check #
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