



# E-Commerce Refund Request Form

<b>Department Name:</b>				<b>UMarket Account # :</b>			<b>Request Date:</b>		
<b>Chartfield:</b>									
	BU	ORG	FUND	ACTIVITY	PROJECT	ACCT	AU		
<b>Date Card Charged</b>	<b>Name</b>			<b>Card Type</b>	<b>Amount of Original Transaction</b>	<b>Req ID</b>		<b>Amount to Refund</b>	

- 1) Only 1 UMarket account per form. (Req ID can be found in CIS, WFG Credit Card Detail **OR** in the order detail in UMarket. Labeled “Transaction ID”)
- 2) List the Chartfield for us to charge for the refund to the cardholder.
- 3) Email request to Rheanna Sonnichsen: [Kiley.Petersen@income.utah.edu](mailto:Kiley.Petersen@income.utah.edu)
- 4) You will not receive a confirmation. *Please check your **WFG Credit Card Detail** the following day to verify the refund has been processed.*