



# E-Commerce Refund Request Form

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

- 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: [Rheanna.Sonnichsen@income.utah.edu](mailto:Rheanna.Sonnichsen@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.*