

## E-Commerce Refund Request Form

Department	Name:				UN	Narket Account # :	Request Date:		
Chartfield:									
	BU ORG	FUND	ACTIVITY	PROJEC		AU			
Date Card					Amount of			Amount to	
Charged	Name		Ca	rd Type	Original Transaction	Req ID		Refund	
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- 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.
- Email request to Sherrie Johnson: <a href="mailto:sherrie.johnson@income.utah.edu">sherrie.johnson@income.utah.edu</a>
- 4) You will not receive a confirmation. Please check your **WFG Credit Card Detail** the following day to verify the refund has been processed.