

Revenue Refund Voucher

Completing a Revenue Refund Voucher
for Payment Processing

1) *Make sure the correct form is being submitted.*

- **Revenue Refund** - The return of overpayments or other revenue (receipts) collected from individuals or businesses.
- All revenue refunds must either have the original receipts (documents) attached or a copy or indicate, “Records and receipts are on file in the _____ department” in the body of the voucher.
- Verify that the refund is an allowable refund per policy.

2) *Ensure the personal information section of the Revenue Refund Voucher is filled out properly and completely.*

Name:	_____
Address:	_____
City:	_____
State:	_____ Zip: _____
Banner ID or Tax ID:	_____

Agency: _____ **V C U**

Refund No. _____

Date: _____

- **Name** - Insert full, legal name of individual or business as it is listed in the Banner Financial System. Do not use abbreviations or nicknames. This is part of the required three way match for payment. Nicknames often do not correlate directly to the legal name that is listed in Banner. In this situation, matching the payee to the information on the form becomes exceedingly difficult.
- **Address** – Insert home address or business address. Do not use a campus address. The address is part of the three way match for payment.

NOTE: Employees and students must keep their address current via Banner Self-Service to prevent delays in refunds.

- **Banner ID Number** - This is required (V#).
- **Tax ID** - A V# is required to setup a payee for payment. If a V# does not exist, the SS# or FIN/TIN should be placed here. If SS# or FIN/TIN is not obtainable, please contact the Travel and Reimbursement Manager.
- **Agency** - Always VCU.
- **Refund No.** - If applicable to department, please place refund # information here.
- **Date** - This is the date the voucher is being completed by department.

3) *Description of Refund/Justification should be detailed as to what is being refunded and why. Remember to include the statement, “Records and receipts are on file in the _____ department” if original receipts or copies are not being submitted with voucher.*

Description of Refund / Justification (Attach documentation)	Amount
<p>Banner Index: _____ Account: _____</p> <p>Approver Signature: _____</p> <p style="text-align: center;">Signature Printed Name Date</p>	
Amount Certified for Payment	-

- **Banner Index** - Insert the Banner Index number the department has determined refund should be charged against.
- **Account** - Insert the Banner Account number that most clearly describes the revenue to be refunded.
- **Approver Signature** - Department approver must sign, print their name, and date the request. Approver may not be the person receiving the refund.
- Certify the total amount of the revenue refund being submitted.

4) *Do not enter anything in the last section. This is for VCU Accounts Payable use only.*

Voucher
No. _____ Date _____

I certify that the amount listed herein is correct and proper calculations have been performed to determine the amount. Further, this refund is in compliance with applicable University and State regulations.

Approved: _____

- **Voucher No.** - This is generated by Banner Finance as the refund is entered into Banner for payment. This is also the number used to reference the Revenue Refund if it should ever need to be researched at a later date.
- **Date** - This is the date that the refund was keyed for payment into Banner Finance.
- **Approved** - This should be the signature of the person who keyed the refund into Banner Finance for payment.