

NONAPPROPRIATED FUND REFUND REQUEST

Data required by the Privacy Act

AUTHORITY: Title 5, USC Sec 552a

PRINCIPAL PURPOSES: To request refund of monies paid for activity/program/merchandise/service, which is authorized for emergencies or exigencies beyond the control of the individual. Information requested is required to identify individual requesting refund; to contact individual if additional information is required; and to mail refund.

DISCLOSURE: Information is voluntary. However, failure to disclose required information may result in delay of processing and mailing refund.

REQUESTOR (Payee)

Print full name: _____ SSN: _____

Mailing Address: _____ Work Phone: _____

_____ Home Phone: _____

Signature: _____ Date: _____

REASON FOR REFUND

- () Damaged/Unsatisfactory Merchandise () **CYS Only:**
() Cancellation of Event/Program Period: _____ No. of children: _____
() Lost money in vending/amusement machine Service used: _____
() Other: _____ Amount paid: _____
_____ Charges: _____ Refund: _____

ITR Only:

- () On receiving report () Not on receiving report
Service vendor: _____ Coordination: _____

Organization/Activity: _____ Cashier: _____

Amount of refund: _____

Location Code: _____ GLAC: _____ Department Code: _____

Method of refund: () NFS check () Cash drawer () Petty cash () Credit

Attach: () Copy of receipt # _____ () Other: _____

Recommend: () Approval () Disapproval (if disapproved, give reason):

Activity Manager/Supervisor (print or type): _____

Signature: _____ Date: _____

() Approved () Disapproved: _____

Branch/Division Chief (print or type): _____

Signature: _____ Date: _____