# **Initiate a Refund**

**Completed** Refund Form will need to be received from Parent/Guardian/Student. Form can be obtained from bookkeeper/secretary.

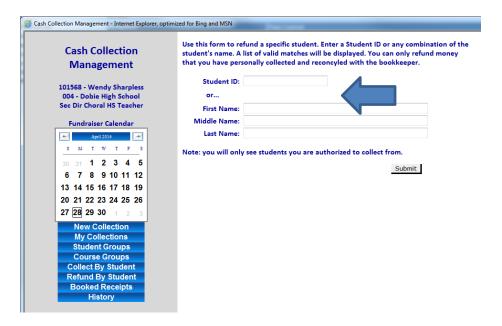
# Pasadena Independent School District Request for a Refund Campus Name: PISD Policy states that total refunds \$10.00 and under will be given in cash. Any total refund in the amount of \$10.01 and over will be in the form of a district check mailed to address given in the details listed below. \_\_Student ID: \_\_\_ \_\_\_\_\_Email Address: Home/Cell Number: Work Number: MAKE CHECK PAYABLE TO: \_\_\_\_APT#:\_ \_\_\_\_\_STATE: \_\_\_\_\_ZIP CODE: \_\_\_\_ If a student, please list schedule below: 1) 5) 6) 7) Signature of Student/Parent: This portion is for district use only: Bookkeeper's Notes \*(Choose One) Student will receive: Cash District Check Accession #: \_\_ \*Cash System Receipt Number: \_\_\_\_\_ \* I have entered refund into Cash System/Lawson for bookkeeper's review: $\ \ \ \ \$ \*Sponsor's Signature: Account Code: \_\_\_ Items with " indicate required fields before bookkeeper will complete refund.

Go into the Cash Collection System. Once in the Cash Collection follow the following:

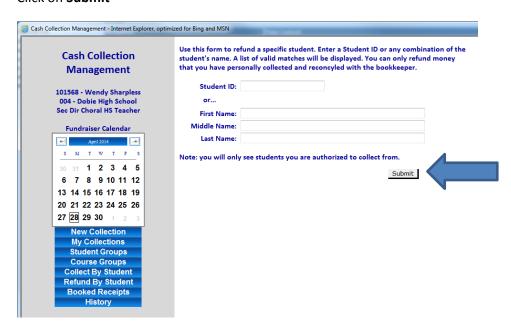
### Click on Refund by Student



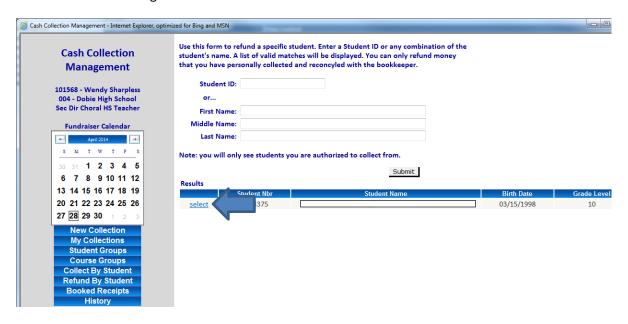
#### Fill "Student ID:" or "Combination of a Name" that is in need of a refund.



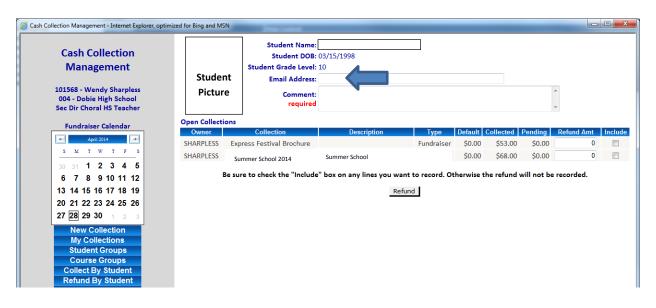
#### Click on Submit



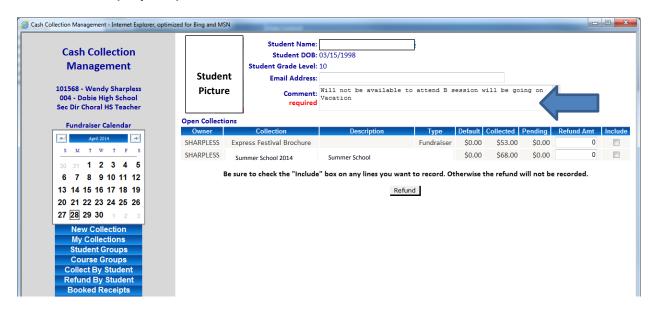
### Click on Select for designated student



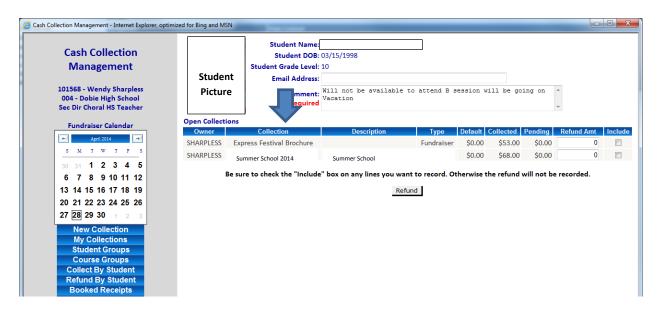
## **Enter Email Address**



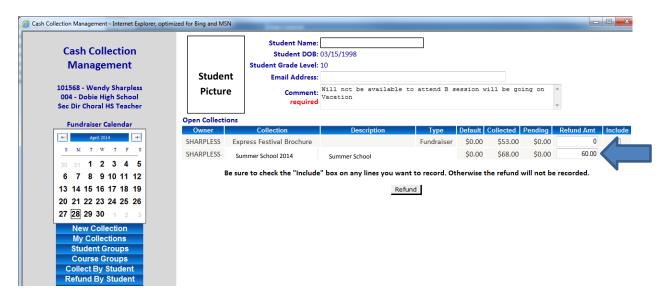
# **Enter Comment (Required)**



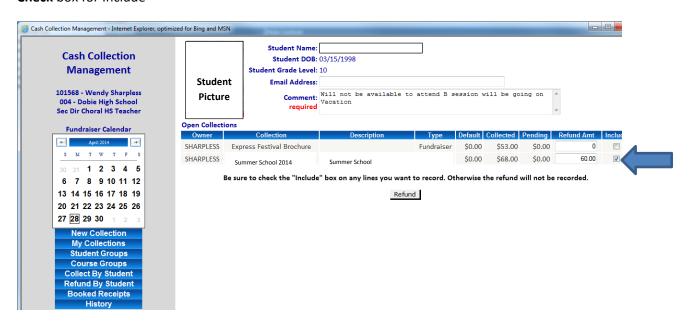
#### Find Collection that needs a refund.



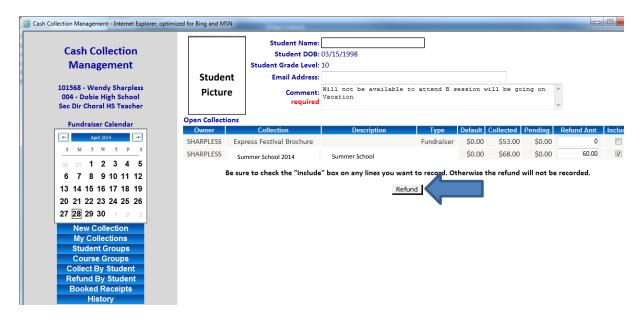
#### **Enter Refund Amount**



### Check box for Include



#### Click Refund



Refund form will need to be given to the bookkeeper/secretary in order for a refund to be processed to the student.

The individuals that can return money back to students and parents are bookkeepers/secretaries.