# Campus Zero Clearing Category Refund Form

(sample for single refund)

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Prepared By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approved By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Supplier** | **Supplier Site** | | **Invoice #** | | **Invoice Date** | **Amount** | | **Invoice Description (optional field)** | **Payment method** | |
|  |  | |  | |  | **$0.00** | |  | **clearing** | |
| Category Refund Distribution Detail (must equal zero) | | | | | | | | | | | |
| **Amount** | **Project** | **Task** | | **Award** | | | **Expenditure Type** | **Expenditure Organization** | | **Expenditure Item Date** | |
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