

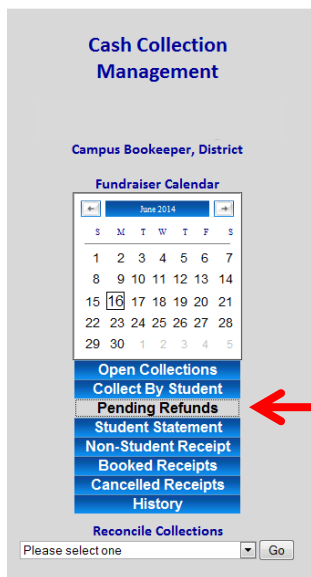
# Processing a Refund in the Cash Collection Management System

All refunds must be initiated by the teacher/sponsor that opened the original collection and issued the receipt to the student. A standardized refund form is available under Departments then Business & Financial Services. Click on Download Forms Page on the left side menu, then Accounting Forms, then Refund Request Form. You can also get to the form through the BOPM. Click on Cashier's Office, then click on Cash Collection System which will take you to the Internal Auditor's page. Scroll down to find the teacher's procedures on initiating a refund and the "Refund Form" in PDF. The teacher/sponsor should have the form completed and signed by the parent and themselves. If the student is under 18 yrs. of age then a parent must sign.

Once the form is completed and signed, the collector must go into the Cash Collection Management System and initiate the refund per the procedures given on the Internal Auditor's page.

The bookkeeper/secretary will go into the Cash Collection Management system to complete the refund process.

Click on **Pending Refunds**.



Click **Select** beside the corresponding pending refund.

The screenshot shows the 'Cash Collection Management' interface with a table of pending refunds. A red arrow points to the 'select' link in the first row. The table has the following data:

Student Nbr	Student Name	Birth Date	Grade Level	Refund Count	Refund Total
<a href="#">select</a>	ABREU, EDISON DEJESUS		11	1	(\$120.00)
<a href="#">select</a>	LOPEZ BOLANOS, SAMANTHA MISHELL		09	1	(\$60.00)
<a href="#">select</a>	PEREZ, JOSE		10	1	(\$60.00)
<a href="#">select</a>	REYNA, JORGE RUBEN		11	1	(\$60.00)
<a href="#">select</a>	ROMERO, ALEJANDRO		11	1	(\$60.00)
<a href="#">select</a>	URIETA, MYRNA ELIZABETH		11	1	(\$120.00)
<a href="#">select</a>	VAZQUEZ, REYNA ISABEL		11	1	(\$60.00)

Complete the **Comments** section and verify the name and address match the refund form if not please make the changes. Also, please make sure the Payee's name is in ALL CAPS. If everything is correct Click **Refund**.

**Cash Collection Management**

Campus Bookkeeper, District

**Fundraiser Calendar**

June 2014

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5

- Open Collections
- Collect By Student
- Pending Refunds
- Student Statement
- Non-Student Receipt
- Booked Receipts
- Cancelled Receipts
- History

Reconcile Collections

Please select one

Student Name: ABREU, EDISON DEJESUS  
 Student DOB:  
 Student Grade Level:  
 Pending Refund: (\$120.00)  
 Comment:  
 Payee:  
 City:  
 State:  
 Zip Code:

**Note:** This refund exceeds the \$10.00 cash limit and will trigger payment via check from Accounts Payable. Be sure to verify Payee and address information above.

Owner	Collection	Description	Type	Refunded
BOUSHLEY	Summer School Tuition 2014	Summer School Tuition Registration	Fee	(\$120.00)

If the refund request is over \$10.00, a check request will be sent to Accounts Payable for processing. Please keep a file with all your refund request forms. These forms are Audited

*If the refund request is \$10.00 or under, cash can be presented to the person being refunded. A receipt will be generated for a negative amount. Print your receipt that is created under "BOOKED RECEIPTS".*

*Bookkeeper/Secretary and student/parent must both sign receipt. This is your backup for your deposit*

*Refund receipts of \$10.00 and under must be included with the deposit paperwork to offset the cash that is refunded.*