

**Pasadena Independent School District  
Request for a Refund/Reimbursement**

Campus/Department Name: \_\_\_\_\_

*PISD Policy states that refunds that total \$10.00 and under will be given in cash.*

*Refunds in the amount of \$10.01 and over will be issued in the form of a District Check mailed to the address furnished below.*

**STEP ONE: Filled in by Student/Parent /Non-Employee**

Student/Individual Name: \_\_\_\_\_ Student/Individual ID #: \_\_\_\_\_

Reason for Refund Request: \_\_\_\_\_

Amount of Refund \$ \_\_\_\_\_ Email Address: \_\_\_\_\_

Home/Cell Number: \_\_\_\_\_ Work Number: \_\_\_\_\_

**STEP TWO: Filled in by Student/Parent/Non-Employee**

**Make Check Payable To:**

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ APT # \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE : \_\_\_\_\_

Signature Student/Parent/Non-Employee: \_\_\_\_\_ Date: \_\_\_\_\_

(Parent Required if student is under 18)

**STEP THREE: TEACHER/SPONSOR COMPLETE \* Initiate in Cash Collection System**

\* I have entered refund into the Cash System/Lawson for bookkeeper's review:

If for Textbook, Title: \_\_\_\_\_ Accession #: \_\_\_\_\_

\* Cash System Receipt Number: \_\_\_\_\_

\* Teacher/Sponsor's Signature: \_\_\_\_\_ \*Date: \_\_\_\_\_

**\*\*\* Forward this form to the Bookkeeper/Secretary to process \*\*\***

**STEP FOUR: BOOKKEEPER/SECRETARY COMPLETE AND PROCESS**

\*Choose One:  Cash  District Check  Credit to Credit Card (Attach Revtrak receipt to form)

General Ledger Account Code: \_\_\_\_\_

Bookkeeper/Secretary Signature: \_\_\_\_\_ Date : \_\_\_\_\_

Notes: \_\_\_\_\_

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