

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

Campus 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

Student Name: _____ Student ID #: _____

Reason for Refund Request: _____

Amount of Refund \$ _____ Email Address: _____

Home/Cell Number: _____ Work Number: _____

STEP TWO: Filled in by Student/Parent

Make Check Payable To:

NAME: _____

ADDRESS: _____ APT # _____

CITY: _____ STATE: _____ ZIP CODE : _____

Signature of Student/Parent: _____ 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 Bookkeeper/Secretary to process *****

STEP FOUR: BOOKKEEPER/SECRETARY COMPLETE AND PROCESS

*(Choose One) Student will receive: Cash District Check Credit to Credit Card *

*(Attach Revtrak receipt to form)

General Ledger
Account Code: _____ Activity Code: _____

Bookkeeper/
Secretary Signature: _____ Date : _____

Notes: _____

