



## Redlands Unified School District STUDENT/PARENT REFUND PROCEDURE

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- 1) **Student/parent** physically returns item (i.e. book, P.E. clothes, etc.)
- 2) **Site person** at time of item return, provides refund request form to student/parent.
- 3) **Student/parent** completes and signs refund request form, returns form to designated school site person.
- 4) **Site person** completes the information in the ***“SCHOOL SITE OFFICE USE ONLY”*** box.
- 5) **Site person** submits following items with the refund request:
  - Copy of the original lost book/P.E. clothes payment receipt
  - Copy of deposit documentation
  - Copy of the district receipt for the deposit
  - Copy of completed Refund Request Form
  - Aeries student face sheet
- 6) **Site person** creates a refund requisition in Financial 2000.
  - a. Electronically attach all required backup documentation (stated above in bullet points) to the requisition. (Questions regarding electronic attachments – contact your Accounting Technician.)
- 7) **Site person** sends hardcopies of the above bulleted items to site’s Accounting Technician at District Office.
- 8) Refund mailed directly to **student/parent** requesting refund.