

ADMINISTRATIVE REFUND CREDIT VOUCHER

VOUCHER NO:
DATE:

ISSUED TO (PAYEE)
ORIGINAL INVOICE REFERENCE
REASON FOR CREDIT

Account Code	Description of Adjustment	Amount

Subtotal: \$ _____
Tax Credit: \$ _____
TOTAL REFUND: \$ _____

AUTHORIZED SIGNATURE
DEPARTMENT HEAD APPROVAL

Internal Use Only: Ensure original receipts are attached to this voucher.