

Direct Expenditure Refunds

Departments may receive checks/payments that are reimbursements of direct expenditures, often resulting from the return of merchandise or recovery of an overpayment to a vendor. These checks/payments are called expenditure refunds. Expenditure refunds should be deposited to the same fund/org and expenditure account code that was charged for the original transaction, unless the expenditure refund is for a prior fiscal year transaction on a non-sponsored fund, or the expenditure was charged to a sponsored fund. Expenditure refunds for a prior year fiscal year transaction on a non-sponsored fund must be charged to org 713007, account code 09184. Expenditure refunds for sponsored funds must be sent to the Office of Sponsored Programs, Attn: Beth Ives, MSN 4C6, to ensure proper accounting to the sponsor.

Cash Receipts for deposits of non-sponsored expenditure refunds must include documentation to justify treatment as an expenditure refund rather than revenue. The Cash Receipt form, additional documentation, and check/payment must be provided to the Cashier's Office. See below for detailed guidance regarding deposits of non-sponsored expenditure refunds. Additional guidance related to preparing a Cash Receipt form can be found in the Cash Transactions Manual available on the Fiscal Services website at <http://fiscal.gmu.edu/resources-and-procedures/>.

Please note: Cash Receipt forms are not provided by Fiscal Services. Departments may order Cash Receipt forms through The Supply Room Companies punch-out catalog in eVA. Directions for ordering Cash Receipt forms may be found at <https://cashiersoffice.gmu.edu/cash-receipts/>.

Step-by-Step

1. On the Cash Receipt form, include Bank No. 01.
2. Mark the box for Check.
3. Enter a Deposit Date.
4. Provide the fund/org and account code to which the original payment was made (for current year expenditure refunds).
5. If an expenditure refund is for a prior fiscal year transaction, it must be deposited to org 713007, account code 09184 regardless of fund/org and account code originally charged.
6. Include a brief description with vendor name and/or related invoice/check number.
7. Enter the amount for each expenditure refund.
8. Provide a statement in the "Remarks" section which explains the reason for the refund and complete contact information.
9. Enter the total amount of the deposit.
10. Attach documentation, such as a Self Service, MicroStrategy or e~Print report showing the original charge to the fund/org and account code.
11. Submit the Cash Receipt form, documentation and refund payment (check) to the Cashier's Office.

For assistance with processing direct expenditure refunds for non-sponsored funds please contact General Accounting at 3-2655 or email fiscal@gmu.edu. For assistance with sponsored funds please contact the Beth Ives, Office of Sponsored Programs at bives@gmu.edu.