

Initiate a Refund

Completed Refund Form will need to be received from Parent/Guardian/Student. Form can be obtained from bookkeeper/secretary.

Pasadena Independent School District Request for a Refund

Campus Name: _____

PISD Policy states that total refunds \$10.00 and under will be given in cash. Any total refund in the amount of \$10.01 and over will be in the form of a district check mailed to address given in the details listed below.

Student's Name: _____ Student ID: _____

Reason for Refund Request: _____

Amount of Refund \$ _____ Email Address: _____

Home/Cell Number: _____ Work Number: _____

MAKE CHECK PAYABLE TO:

NAME: _____

ADDRESS: _____ APT #: _____

CITY: _____ STATE: _____ ZIP CODE: _____

If a student, please list schedule below:

- | | |
|----------|----------|
| 1) _____ | 5) _____ |
| 2) _____ | 6) _____ |
| 3) _____ | 7) _____ |
| 4) _____ | 8) _____ |

Signature of Student/Parent: _____ Date: _____

This portion is for district use only:

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

If a Textbook, Title: _____ Accession #: _____

*Cash System Receipt Number: _____

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

* Sponsor's Signature: _____ *Date: _____

Account Code: _____

Bookkeeper's Signature: _____ Date: _____

Bookkeeper's Notes

Items with * indicate required fields before bookkeeper will complete refund.

Go into the Cash Collection System. Once in the Cash Collection follow the following:

Click on **Refund by Student**

Cash Collection Management

101568 - Wendy Sharpless
004 - Dobie High School
Sec Dir Choral HS Teacher

Fundraiser Calendar

April 2014						
S	M	T	W	T	F	S
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3

- New Collection
- My Collections
- Student Groups
- Course Groups
- Collect By Student
- Refund By Student**
- Booked Receipts
- History

Fill "Student ID:" or "Combination of a Name" that is in need of a refund.

Cash Collection Management - Internet Explorer, optimized for Bing and MSN

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Use this form to refund a specific student. Enter a Student ID or any combination of the student's name. A list of valid matches will be displayed. You can only refund money that you have personally collected and reconciled with the bookkeeper.

Student ID:

or...

First Name:

Middle Name:

Last Name:

Note: you will only see students you are authorized to collect from.

Click on **Submit**

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Student ID:

or...

First Name:

Middle Name:

Last Name:

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Click on **Select** for designated student

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Student ID:

or...


First Name:

Middle Name:

Last Name:

Note: you will only see students you are authorized to collect from.

Results

select	Student Nbr	Student Name	Birth Date	Grade Level
	375	<input type="text"/>	03/15/1998	10

Enter **Email Address**

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Student Picture

Student Name:

Student DOB: 03/15/1998

Student Grade Level: 10

Email Address:

Comment:

required

Open Collections

Owner	Collection	Description	Type	Default	Collected	Pending	Refund Amt	Include
SHARPLESS	Express Festival Brochure		Fundraiser	\$0.00	\$53.00	\$0.00	0	<input type="checkbox"/>
SHARPLESS	Summer School 2014	Summer School		\$0.00	\$68.00	\$0.00	0	<input type="checkbox"/>

Be sure to check the "Include" box on any lines you want to record. Otherwise the refund will not be recorded.

Enter Comment (Required)

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Student Picture

Student Name:

Student DOB: 03/15/1998

Student Grade Level: 10

Email Address:

Comment:

Comment: required

Open Collections

Owner	Collection	Description	Type	Default	Collected	Pending	Refund Amt	Include
SHARPLESS	Express Festival Brochure		Fundraiser	\$0.00	\$53.00	\$0.00	0	<input type="checkbox"/>
SHARPLESS	Summer School 2014	Summer School		\$0.00	\$68.00	\$0.00	0	<input type="checkbox"/>

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Refund

Find Collection that needs a refund.

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Student Picture

Student Name:

Student DOB: 03/15/1998

Student Grade Level: 10

Email Address:

Comment:

Comment: required

Open Collections

Owner	Collection	Description	Type	Default	Collected	Pending	Refund Amt	Include
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Refund

Enter Refund Amount

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Student Picture

Student Name:

Student DOB: 03/15/1998

Student Grade Level: 10

Email Address:

Comment: Will not be available to attend B session will be going on vacation
required

Open Collections

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SHARPLESS	Summer School 2014	Summer School		\$0.00	\$68.00	\$0.00	60.00	<input type="checkbox"/>

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Check box for Include

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Click Refund

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Student Picture

Student Name:
Student DOB: 03/15/1998
Student Grade Level: 10
Email Address:
Comment: Will not be available to attend B session will be going on Vacation
required

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[Refund](#)

Refund form will need to be given to the bookkeeper/secretary in order for a refund to be processed to the student.

The individuals that can return money back to students and parents are bookkeepers/secretaries.