



Shawnee State University  
**Credit Confirmation**  
Purchasing Card/Stored Value Card

A credit of \$ \_\_\_\_\_ has been received from \_\_\_\_\_  
Supplier Name

on \_\_\_\_\_ .  
Date

REASON FOR REFUND:

- Tax
- Returned Item
- Disputed Item

POST DATE OF ORIGINAL CHARGE:

\_\_\_\_\_

CHECK ONE:

- I verify the amount refunded is accurate.
- This item is still in dispute.

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EXPLAIN REASON IF IN DISPUTE:

\_\_\_\_\_

\_\_\_\_\_  
Cardholder Signature

\_\_\_\_\_  
Date