

Web Voucher Number: \_\_\_\_\_

### Invoice for Web Voucher Refund or Honorarium Check Request

Please use this form in lieu of invoice for a Refund OR Honorarium. Please check the appropriate box and complete the required information:

**REFUND**

A payment to return or pay back a vendor. The payee must be the vendor who originally made the payment to the university.

OR

**HONORARIUM**

A payment (as a gift) to a professional person for services rendered, for which no fee is set.

Name \_\_\_\_\_

Date of service \_\_\_\_\_

Amount \_\_\_\_\_

Invoice#\* \_\_\_\_\_

**\*This number must be a unique number. If one is not provided, AP will use a standard naming convention for refunds (REFUND xxxxxx) and honorariums (HONOR xxxxxx), where xxxxxx=the web voucher number assigned. Please note that any invoices without unique invoice numbers, assigned by the vendor, runs a risk for duplicate payment. This invoice number is what fills the invoice number field on the check stub. The invoice number has a limit of 25 characters.**

Note: This form is to be used for Refund or Honorarium request only. If submitted for any other purpose it will be returned to the department

If you have any questions, please contact A/P Customer Service at ext 5-8500.