



Oklahoma City Public Schools

Request for Refund Process

Student Activity Funds

Refund Guidelines:

- When a parent, student, or employee paid for an item or student activity and is requesting a refund, they must provide a copy of the original white cash receipt.
- Refund will only be issued from funds where the receipt was originally deposited.
- Refund will only be issued to the person named on the original white cash receipt.
- Refunds must be requested **prior to June 30th** of each year. Requests for refunds after this date will not be paid with the exception of extending the deadline as necessary for events/activities cancelled due to COVID-19.

Note: Fundraiser money raised by a student for any purpose will not be refunded. Fundraiser receipts in the Student Activity fund account belongs to the school to be used for the benefit of the original organization.

Form Completion Guidelines:

- Sections I & II are to be filled out by the person requesting the refund.
- Official electronic signatures are acceptable. **This form must be downloaded prior to filling it out.**
- The form and a copy of the white receipt must be sent to the School Principal's email. (Email address can be located on the school site's website on the OKCPS home page.)
- Section III will be filled out by the school site Financial Secretary and Principal. They will send the completed form and receipt to Activityfunds@okcps.org.
- If any of the fields cannot be read or if the submission is incomplete, School Accounting will return the request to the school which will delay the refund process. Typing the form may be best for these refunds.
- School Accounting will then send the completed form and receipt to Accounts Payable department and they will issue a one-time payment to the person and mail it to the address on the form.

Filling out the Request for Refund Form *step by step*:

Section I:

1. *Requestor Name*: This is who the check needs to be payable to. Name must be LEGIBLE.
2. *Parent*: Select from the drop down box whether the Requestor is the parent or not.
3. *Student Name*: This is the student that this refund relates to.
4. *Amount Refund Requested*: This is the amount of the refund request.
5. *Mailing Address*: This is where the check will be mailed.
6. *Date of Request*: The date requesting the refund, not the date on the receipt.
7. *Name of School*: This is the school that the student attends.

Forms associated with this process are available in the forms section of this process on the School Finance Resource Page (SFRP)

Forward questions to activityfunds@okcps.org



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Section II:

1. *Reason for Refund:* Explain the reason for the refund.
2. *Requestor Signature/Date:* This is the person requesting a refund and the current date or if using an electronic signature, the date will be part of the e-signature. (see "How to Create and Insert Adobe e-Signatures" for assistance.)

Section III:

1. *Cost Center:* The account that funds were coded to in FBCJ XXX60XXX.
2. *Revenue GL:* Look up the receipt number in FBCJ. The GL number is on the same line 4XXXXXXXX00.
3. *Amount:* This is the amount of the refund to be issued.
 - Check the box once it is verified that the refund requested was paid by the requestor.
4. *Secretary Signature/Date:* The Secretary must sign and date this form or if using an electronic signature, the date will be part of the e-signature.
5. *Principal Signature/Date:* The Principal must sign and date this form giving permission for a refund or if using an electronic signature, the date will be part of the e-signature.

Business transaction	Amount	Do...	Split	G/L	Receipt recipient	Text	Posting Date	Doc. Number	Document ...	Reference	Bu...	Cost Cen
1950 JEANS DAY	536.00			4195091600	145254 A. W...	Jeans Day	03/30/2017	4	03/30/2017	801 GENERAL	60	150608C
1610 DONATIONS- N...	1,000.00					Donation	03/30/2017	5	03/30/2017	801 GENERAL	60	150608C
1950 BLUE & GOLD ..	6,000.00			4195091400	145256 Gold	Blue & Gold Fundra...	03/30/2017	6	03/30/2017	801 GENERAL	60	150608C
							03/30/2017		03/30/2017			

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