



UNIVERSITY OF WASHINGTON  
**REQUEST FOR A REVERSE EXPENDITURE**  
 GRANT AND CONTRACT ACCOUNTING

**NOTE: All five sections must be filled out to process this request.**

1. General Information

<p><b>TO:</b> (Check one) <b>Send with check(s)*, completed form, and BAR or FIN screens with original expenditures highlighted.</b></p> <p><input type="checkbox"/> <b>PAYABLES ADMINISTRATION</b>        Box: 351120        Telephone 206-543-8414  <input checked="" type="checkbox"/> All reverse expenditures (except transactions listed below)</p> <p><input type="checkbox"/> <b>GRANT AND CONTRACT ACCOUNTING</b>        Box: 351122        Telephone 206-543-8943  <input checked="" type="checkbox"/> Work Study reimbursements ONLY on Grant, Contract or Gift Budgets (NOT on State Budgets)</p> <p><input type="checkbox"/> <b>REAL ESTATE OFFICE</b>        Box: 359150        Telephone 206-616-3464  <input checked="" type="checkbox"/> Space Rental</p>	<p><b>FROM:</b></p> <p>Name: _____</p> <p>Department: _____</p> <p>Box Number: _____</p> <p>Telephone: _____</p> <hr/> <p><b>Signature of Person in Department Authorizing the Reverse Expenditure</b></p> <p>Signature _____ Date _____</p>
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\* The offices listed above can only accept checks. Cash should be deposited to the appropriate Reverse Expenditure Suspense Account on a CT through the Cashier's Office. Contact the appropriate office above for Suspense Budget Number. Send validated copy of CT, completed Reverse Expenditure form, and BAR or FIN screens to the appropriate office listed

2. Budget Information

Budget#	Budget Title	Payor	Obj./Sub. Obj. Code	PCA Task	PCA Option	PCA Project	Amount	
<b>TOTAL AMOUNT OF REVERSE EXPENDITURE</b>								

3. Item Originally Charged to Budget(s) on:

Doc. Seq. No(s).	CTI No.	Cash Transmittal	Requisition No.
BAR Date	BAR Date	C.T. Date	BAR Date

4. Category of Reverse Expenditure: (Check One)

<input type="checkbox"/> Refund-Duplicate Payment <input type="checkbox"/> Refund-Overpayment  <input type="checkbox"/> Refund-Erroneous Payment <input type="checkbox"/> Proceeds from Disposition of Scrap Materials	<input type="checkbox"/> Other:	<input type="checkbox"/> Approved Reimbursement
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5. Detailed Explanation of Above Recovery: