



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>TO: (Check one) Send with check(s)*, completed form, and BAR or FIN screens with original expenditures highlighted.</p> <p><input type="checkbox"/> PAYABLES ADMINISTRATION Box: 351120 Telephone 206-543-7637 <input type="checkbox"/> All reverse expenditures (except transactions listed below)</p> <p><input type="checkbox"/> GRANT AND CONTRACT ACCOUNTING Box: 351122 Telephone 206-543-8943 <input type="checkbox"/> Work Study reimbursements ONLY on <u>Grant, Contract or Gift Budgets</u> (NOT on State Budgets)</p> <p><input type="checkbox"/> REAL ESTATE OFFICE Box: 359150 Telephone 206-616-3464 <input type="checkbox"/> Space Rental</p>	<p>FROM:</p> <p>Name: _____</p> <p>Department: _____</p> <p>Box Number: _____</p> <p>Telephone: _____</p> <hr/> <p>Signature of Person in Department Authorizing the Reverse Expenditure</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 Name to Receive Credit	Budget Number	Payor	Obj./Sub. Obj. Code	Amount
TOTAL AMOUNT OF REVERSE EXPENDITURE				

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"/> Other:	<input type="checkbox"/> Approved Reimbursement
<input type="checkbox"/> Refund-Erroneous Payment	<input type="checkbox"/> Proceeds from Disposition of Scrap Materials		

5. Detailed Explanation of Above Recovery: