Refunds in AggieBuy

- Create a non-catalog item as a confirming-do not distribute requisition.
- In the non-catalog item
  - In the supplier field begin typing the individual (last name) or entity’s name and select if appears.
    - If the name does not appear then begin typing “New Supplier” and then select.
    - If new supplier is selected follow instructions for processing new suppliers in AggieBuy available at [http://aggiebuy.tamu.edu/training.asp](http://aggiebuy.tamu.edu/training.asp)
  - In the description field please list the type of refund and the reference number (FAMIS ref 2) associated with the original revenue posting.
  - In the catalog number field list the original revenue code associated with the original revenue posting.
  - In the amount field list the refund amount to the individual or entity
- As with other confirming-do not distribute requisitions attach the invoice or in this case the refund documentation (i.e. cash receipt, refund request from individual or entity, etc) via the internal attachment feature.
- Instructions for creating a confirming-do not distribute requisition can be found at [http://aggiebuy.tamu.edu/training.asp](http://aggiebuy.tamu.edu/training.asp)