



SAN BENITO CONSOLIDATED INDEPENDENT SCHOOL DISTRICT

Business Office

240 N. Crockett Street, San Benito, TX 78586 • Phone (956) 361-6100

PURCHASE ORDER REFUND FORM

DATE: _____

TO: _____

FROM: _____

DEPARTMENT/CAMPUS: _____

PURCHASE ORDER NUMBER: _____

ACCOUNT NUMBER: _____

REFUND AMOUNT: (CASH) _____ (CHECKS) _____

REASON FOR REFUND: _____

FOR BUSINESS OFFICE USE ONLY

RECEIVED BY: _____

RECIPT NUMBER: _____

DATE: _____