

SAN DIEGO UNIFIED SCHOOL DISTRICT

Refund Request for Graduation Cap & Gown

**Social Security No or
Federal Tax ID No**

N/A

Date: _____

Payee Name:

Payee Address:

City, State, Zip Code

Reason for Request:

SDUSD is to pay for graduating students' caps & gowns. Payee paid vendor,
so is entitled to a refund.

Authorization: Board of Education resolution refund of overpayments

Payment Amount:

**Payment Approval
Signature:**

Principal Signature

Budget to be Charged 3732-00070-00-4301-1000-1110-01000-0000
Include all 32-digits

Send Original Request to Accounts Payable, Room 3141, Education Center