



**EAST
STROUDSBURG
UNIVERSITY**

**ECARD REFUND INVOICE
EAST STROUDSBURG UNIVERSITY
200 PROSPECT ST.
EAST STROUDSBURG, PA 18301**

Please complete the first section of this form and then email to Rob Fetterly at ecard@esu.edu with **DINING DOLLAR REFUND** in the subject line.

NAME: _____

BANNER SID: _____

ADDRESS: _____

REFUND AMOUNT REQUESTED: _____

DATED REQUESTED: _____

REASON FOR REFUND: Unable to use dining dollars due to University Center not being open

For E-Card Office Use Only

REFUND AMOUNT AUTHORIZED:

APPROVED BY:

DATE APPROVED:

For Student Accounts Office Use Only

BANNER CODE: ECRD

ENTERED BY:

DATE ENTERED :

For Accounting Office Use Only

REFUND VERIFIED BY:

DATE VERIFIED: