

**REFUND/REIMBURSEMENT**  
*(See Below for Instructions)*

TO: CHIEF, ACCOUNTS RECEIVABLE BRANCH (6BCR)

**INSTRUCTIONS**

Use this form whenever a refund is due a successful bidder, or a reimbursement is due to a State agency for transportation costs or to a Federal agency for exchange/sale from a previous register/deposit ticket.

Item No.

- 1, 2, 4, 6 & 7 Enter each number as shown on the SASY generated Register of Remittances Received.
- 3, 5a - 5d Enter the bidder number, name, and complete address of the successful bidder for the cited contract number.
- 8a - 8d Enter the appropriate amount and check one reason for the refund. INCLUDE A COPY OF GSA FORM 27A.
- 9a - 9b Enter amount to be reimbursed to the State and appropriation/fund code or to the Federal agency and account number.
- 10a - 10c The Contracting Officer must review the complete form, then sign and date.
- 11a - 11c The Sales Manager must review the completed form, then sign and date.

1. REGISTER NUMBER	2. CONTRACT NUMBERS	3. BIDDER NUMBER	
	a	d	
	b	e	
	c	f	
4. METHOD OF PAYMENT		5. SUCCESSFUL BIDDER'S NAME	
a. CASH	b. CREDIT CARD (Attach copy of slip)		
DEPOSIT TICKET NO.	DATE	5a. SUCCESSFUL BIDDER'S STREET ADDRESS	
6. SALE NUMBER	7. LOT NUMBER(S)	5b. CITY	5c. STATE
			5d. ZIP CODE

8. REFUND *(Attach copy of GSA Form 27A)*

a. FULL AMOUNT <i>(Retain)</i> (\$)	b. 80% <i>(Retain 20% Liq. Damages)</i> OR \$25	d. REASON <i>(Check one)</i>
c. IF OTHER THAN a OR b, EXPLAIN		<input type="checkbox"/> PROPERTY NOT AVAILABLE <input type="checkbox"/> MISDESCRIPTION <input type="checkbox"/> BIDDER IN DEFAULT <input type="checkbox"/> OTHER <i>(Explain)</i> :

9. REIMBURSEMENT

<input type="checkbox"/> a. STATE AGENCY		<input type="checkbox"/> b. FEDERAL AGENCY	
(1) TRANSPORTATION COSTS (\$)	(1) EXCHANGE/SALE(\$)	(2) REIMBURSABLE (\$)	
(2) APPROPRIATION CODE/FUND	(3) ACCOUNT NUMBER		
10a. SIGNATURE OF CONTRACTING OFFICER	10b. CONTRACTING OFFICER'S NAME <i>(Print)</i>	10c. DATE	
11a. SIGNATURE OF SALES MANAGER	11b. SALES MANAGER'S NAME <i>(Print)</i>	11c. DATE	