

Refund Request Process Guide

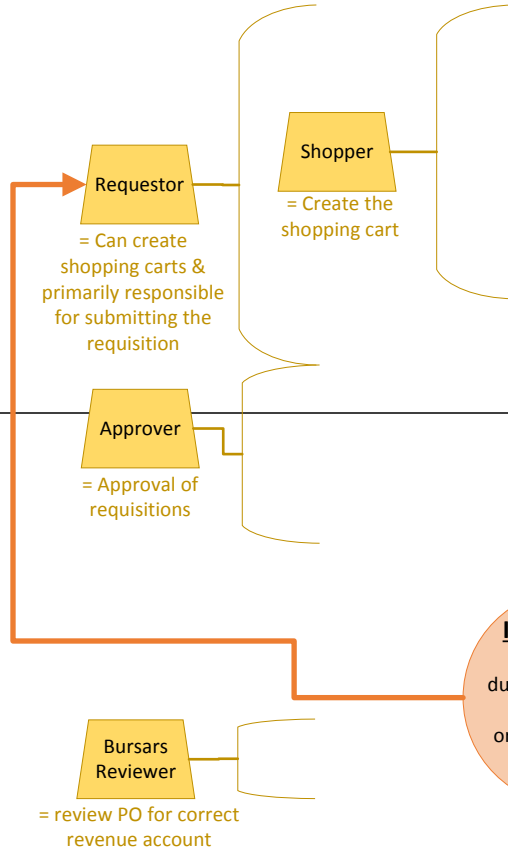
= This specifies which part of the overall process each KUPPS role is responsible for

= This shows the process of a refund request from the beginning to the end

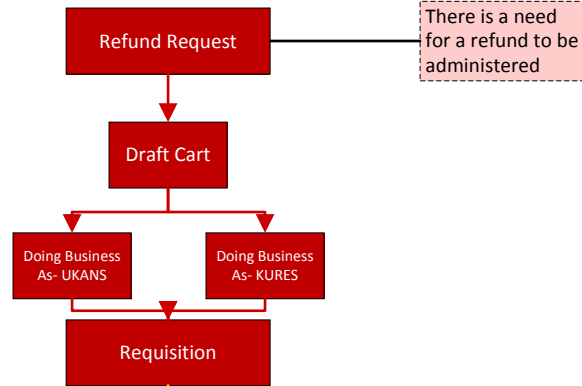
= This shows which department to contact when there are questions regarding parts of the process

KUPPS

KUPPS Roles



Process

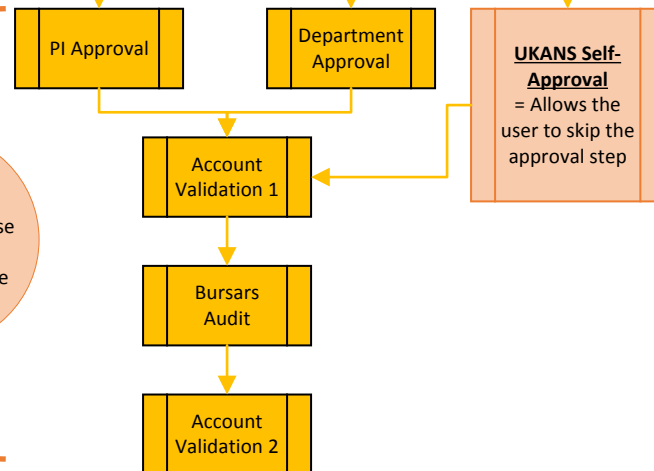


Contacts

~KUPPS Contacts~

KUPPS Staff:
(785) 864-6136
(785) 864-3098
KUPPS Student Workers:
(785) 864-5799

Purchasing

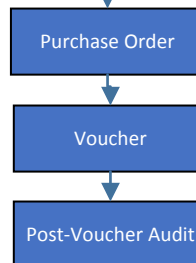
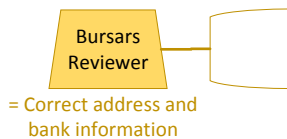


~Purchasing Contacts~

General:
(785) 864-5800

- Approvals are driven by Department of Project chartfield
- Special approvals systematically driven for: Equipment, IT Hardware / Software and Prior Authorizations (PA)

Payables



~Payables Contacts~

General:
(785) 864-3790