

NUIM Shop

Request for Refund



Maynooth University
National University
of Ireland Maynooth

Transaction Number:

Cardholders Name:

Value of Transaction:

Value to be Refunded:

Date of Transaction:

Reason for refund:

BU - To be charged:

Requested by: (Dept Head/Admin)

Date:

Processed by:

Authorised by:

This form must be emailed to Ray Dully, Marie Kelly or John McCormack in the Finance Office. When the refund is processed, a notification will be emailed back to the requesting Dept. If you do not receive a reply, please follow-up.