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 the 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	5b. CITY	5c. STATE	5d. ZIP CODE

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

a. FULL AMOUNT *(Retain)* ($)	b. 80% *(Retain 20% Liq. Damages)* OR $25	d. REASON *(Check one)*
c. IF OTHER THAN a OR b, EXPLAIN		☐ PROPERTY NOT AVAILABLE ☐ MISDIRECTION ☐ BIDDER IN DEFAULT ☐ OTHER *(Explain)*:

☐ 9. REIMBURSEMENT

☐ a. STATE AGENCY	☐ b. FEDERAL AGENCY	
(1) TRANSPORTATION COSTS ($)	(1) EXCHANGE/SALE ($)	(2) REIMBURSEMENT ($)
(2) APPROPRIATION CODE/FUND	(3) ACCOUNT NUMBER	

10a. SIGNATURE OF CONTRACTING OFFICER	10b. CONTRACTING OFFICER'S NAME *(Print)*	10c. DATE
11a. SIGNATURE OF SALES MANAGER	11b. SALES MANAGER'S NAME *(Print)*	11c. DATE