

**McKinleyville Parks and Recreation  
Recreation Program Refund Request Form**

Issue Refund to: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Work: \_\_\_\_\_

Program: \_\_\_\_\_

Participant Name: \_\_\_\_\_

Reason for Refund: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature \_\_\_\_\_ Date: \_\_\_\_\_

Office Use Only

Date Program Started: \_\_\_\_\_ Program Fee Paid: \_\_\_\_\_

Date form received: \_\_\_\_\_ Receipt Number: \_\_\_\_\_

Refund from GL Account #: \_\_\_\_\_ Amount Refunded:\$ \_\_\_\_\_

Refund to: \_\_\_\_\_ Vendor #: \_\_\_\_\_

Supervisor Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Parks and Recreation Director Initials: \_\_\_\_\_

General Manager Initials: \_\_\_\_\_ Check# \_\_\_\_\_ Date: \_\_\_\_\_