

**University of Houston System
Vendor Setup Coversheet – One-time Refund**

Name (Recipient of Refund): _____

Address: _____
Address City State ZIP

UH System person to be notified when vendor setup is complete (Required**) : _____
Email Address

** Vendors will NOT be set up in the UHS Vendor System without this information.

This form is used only for one-time refund request. The following verification/approval is required by the College/Division Administrator:

- The vendor identified on this coversheet will receive a one-time refund and it is confirmed by the College.
- The UH System business office's fax machine was used to fax this coversheet.

Verified and approved by _____ (Printed Name)

_____ (Signature)

_____ (Date)