



Treasurer's Office Request for Credit Memo Accounts Receivable

Invoice Number: _____

Customer Name: _____

Customer Number: _____

Reason for Request: _____

Credit Amount

SAP Account String

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Requestor Name: _____

Requesting Department: _____

Requestor Signature: _____
Signature Date

Treasury Approver Name : _____

Treasury Approver: _____
Signature Date

Completed By: _____
Signature Date

Attach documentation