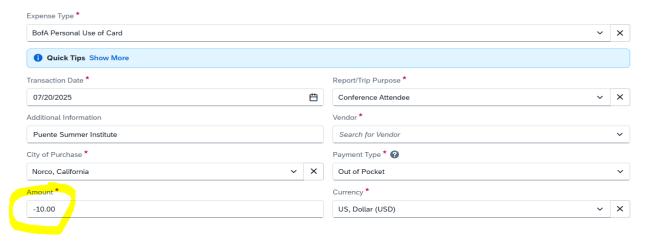
How to return funds for Non-Allowed Expenses Paid with Bank of America District Credit card.

Used this process to:

- 1) Repay for unallowed purchase (alcohol or personal expenses).
 - a. Paid in full with BofA.
- 2) Repay for unallowed purchase (department did not approve, above allowed food limit)
 - a. Paid in full with BofA.

Process for Return of Funds to RCCD

- 1. Select Expense Type: BofA Personal Use of Card.
- 2. Include NEGATIVE expense line
- 3. Payment Type: Out of Pocket



- 4. Add in the comments the reason why funds are being returned.
- 5. Please work with NC Business Office to get validation of total amount that needs to be returned.
- 6. Cut a check to RCCD for the amount returned.
- 7. Take check to cashier's office.
- 8. Write GL account on check, funds need to be deposited back to the account they came from.
- 9. Upload receipt to Concur to show returned funds.
- 10. Submit expense report.