

**ELIZABETH CITY STATE UNIVERSITY**  
**Refund of Expenditures**

1. A refund of expenditure is any amount returned to ECSU because of an overpayment or because goods were returned to the vendor and the purchase price refunded.
2. A refund of expenditure is not a receipt but a reduction of expenditures.
3. Refunds of expenditures should be entered as follows:
  - a. Debit Allotment Account.
  - b. Credit Expenditure Control.

In the expenditure subsidiary ledger, the proper budget subheads should be credited by placing the amount in parenthesis or red figures. This will result in total credits representing budgeted requirements.