

**ELIZABETH CITY STATE UNIVERSITY**  
**Refund of Receipts**

1. A refund of receipt is any receipt which is repaid to the original payor. When a refund is paid ECSU's receipts are reduced.
2. Refunds of receipts should be charged back against the originally credited receipt.
  - a. Debit Control.  
In the Revenue Subsidiary ledger, debit the proper revenue account by placing the amount in parenthesis or red figures in the credit column. This will result in total credits representing revenues and total debits representing budgeted revenues.
  - b. Credit Disbursing Account.  
If State Disbursing officer's warrants are used in place of a disbursing account, credit the allotment account.