

**University of Houston System  
Vendor Setup Coversheet – One-time Refund  
(UH Hilton and UH Optometry Only)**

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.

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This form is used only for one-time refund issued by UH Hilton and UH Optometry. 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)