

REFUND RECONCILIATION LOG

(Sample: Merchant can customize the form based on their business operation)

Date	Transaction Reference	Transaction Amount	CARD TYPE [Please check]					Using Same Card# Yes/No	Reason for Refund	Reason for Different Card
			Visa	Master Card	Debit Card	AMEX	Other			

Prepared by:

Reviewed by:

Name
Position
Date of Review
Notes
