

# Retail Refund and Void Transactions Report

Date: \_\_\_\_\_  
Store: \_\_\_\_\_  
Report #: \_\_\_\_\_

Date/Time	Transaction ID	Type	Item(s)	Amount	Cashier	Reason	Approved By
Total Refunds							
Total Voids							

Notes/Comments:

\_\_\_\_\_

\_\_\_\_\_

Prepared By \_\_\_\_\_

Approved By \_\_\_\_\_