

**E**-news  
ADMINISTRATIVE SERVICES



TEXAS A&M  
AGRI LIFE

March 20, 2020

TO: Texas A&M AgriLife Business Contacts

SUBJECT: Notification of Credit Card Refunds

***Please share with appropriate staff.***

As we continue to work through cancellations and refunds to customers for events, please send notifications to the Banking and Receivables Office at [bar@ag.tamu.edu](mailto:bar@ag.tamu.edu) of refunds on any credit card merchant account. There are alerts that hit our banking system of potential fraudulent activity that we have to release or they will reject within 24 hours. We need to know the amount of the refund being expected to match banking records. Your assistance is greatly appreciated.

Questions may be directed to Manager, Banking and Receivables at Kristin Baggett at [kristin.baggett@ag.tamu.edu](mailto:kristin.baggett@ag.tamu.edu)

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