

Itemized Receipt Request

Name: _____
Last First and/or Preferred MI

Date of Request: _____

Andrew ID: _____

Receipt Needed By: _____

I wish to request an itemized receipt for the following semester(s):

_____ Semester	_____ Year
_____ Semester	_____ Year
_____ Semester	_____ Year
_____ Semester	_____ Year
_____ Semester	_____ Year

Itemized receipt should include:

<input type="checkbox"/> Tuition	<input type="checkbox"/> Grades
<input type="checkbox"/> Mandatory Fees	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Class Schedule	

Specifications: _____

Please Note:

- Paid-in-full language will be included in the letter if your account is paid in full. If you have a balance, you will not be able to request an itemized receipt and should use your Student Account Invoice, which is produced at the end of each month, or investigate the Sponsor Billing process at www.cmu.edu/hub/billing/sponsor.
- This document will be addressed to the student and emailed to the student's Andrew email address only.
- Documents will be produced within 3-5 business days.