



Request for Itemized Receipt / Invoice

Please complete this form if you would like to have an itemized statement of your student account. This completed form should be submitted to BC Central at bccentral@bluefield.edu or faxed to 276-326-4356. Please allow up to seven (7) business days for processing. Completed receipt/invoice will be emailed to the student email address as an attachment. If your student account is at a \$0.00 balance, you will receive a receipt. If your student account has an outstanding balance, you will receive an invoice.

Student ID: _____

Student Name: _____

Academic Year: _____

Semester: _____

Term: _____

Any additional information or request detail:

Student Signature: _____ **Date:** _____

Received By: _____ **Date:** _____
