Itemized Receipt Request Form

- **Please review the instructions on the second page prior to submitting your form.**
- Please submit your completed & signed form to the Itemized Receipt Dropbox
- Student Financial Services will apply a $4.00 processing fee on your account for an Itemized Receipt request.
- You will be notified by email within 1-3 business days once the charged has been applied on your account.
- Please allow 1-3 business days to receive your Itemized Receipt.

Name: _____

ID Number: _____

Email Address: _____

Phone Number: _____

Semester: _____

Tuition Amount Paid: _____

I _____ [requestor name] state and affirm that Student Financial Services will apply a $4.00 processing fee on my account for an Itemized Receipt request. My payment must be paid in full to receive the itemized receipt.

Requestor Digital Signature: _____ Date: _____

For CSUDH Student Financial Services Office Use Only

Payment Received:

Itemized Receipt completed and sent to requestor:

Signature: _____ **Date:** _____

REV 3/10/23

Itemized Receipt Request Instructions

1. Please **type** your information in the required fields. Handwritten and incomplete forms will not be accepted.

2. To sign the completed form, please use a digital signature only.

3. Upload your completed form to the Itemized Receipt Dropbox Please do not upload a picture or scanned version of your completed form.

4. If you have any questions or concerns, please email sfs@csudh.edu