

Official Request Form

Requesting for (Check One):

☐ **Receipt***Charges & Payment*☐ **Invoice***Charges Only*

Student Information:

Please provide all the information required below and print clearly. Once all fields are completed, please submit your request via [service ticket](#), or in person at the Cashier's window located in Student Service Building (SSB).

Name: _____ SFSU ID#: _____

Email: _____ Phone #: _____

Mailing Address: _____

Semester(s) and year(s) for Request: _____

Reason for Request: _____

Period:	Fees:
Current Academic Year (The academic year begins with Fall and ends with Summer)	\$0.00
Prior Academic Year(s) Item Type: 130000001011	\$20.00 per each prior academic year requested

***Note:** Official receipts/invoices are defaulted to tuition & local campus fees. If you require additional information regarding other campus fees, please request it in the comment section below. (ex: Housing fees, Graduation fees, etc)

Additional Comments:

Signature: _____ Date: _____

Please allow 2 to 4 weeks for processing your request, depending on complexity of request.

Please include check, money order, or certified check (no cash) if you are sending this request by mail.

Follow-up questions for your request should be submitted via a [service ticket](#).**Please send my receipt request by (check one):**☐ Mail ☐ Pick-up (ADM 155) ☐ Email

For Internal Use