



2024 - 2025 Itemized Receipt Request

Student Name _____ MCPHS ID _____

This form is used to request an official itemized receipt of your student account for reimbursement purposes. Requests cannot be made for future semesters. Please allow 3-5 business days for processing.

Please select the term (s):

- Fall 2024
- Spring 2025
- Summer 2025
- Other _____

Please select how you would like to receive your request:

- Pick up
- MCPHS email
- Mail (must be an address on file) _____

Student Signature

Date