



Receipt Lookup Request

\$5.00 service fee per request

PLEASE NOTE: A REQUEST FOR A RECEIPT REPRINT DOES NOT EXTEND THE POSTED REFUND TIMELINES

Please refer to the Campus Store website for policy details and timelines
<https://campusstore.mcmaster.ca/information/refund-policy.html>

All information requested below is required for a receipt lookup

Today's Date:		First Name:		Last Name:	
	MM / DD / YYYY				
Transaction Date:		Transaction Total:		Email:	
	MM / DD / YYYY	\$			
Purchase Location:	<input type="radio"/> Main Store <input type="radio"/> Health Sciences <input type="radio"/> Online <input type="radio"/> DBAC Athletic Store <input type="radio"/> Other Location _____				
Method of Payment:	<input type="radio"/> Visa <input type="radio"/> Master Card <input type="radio"/> Amex <input type="radio"/> Debit				
Receipt look-ups can only be done on credit, charge account and debit transactions We are unable to fulfill lookup requests for cash transactions.	Card Number:				
	XXXX XXXX XXXX _ _ _ _				
	Other Payment Type (Please specify below)				
	<input type="radio"/> Student Charge	Student Number:			
<input type="radio"/> Research Charge	Account Number:				
<input type="radio"/> Department / PDA Charge	Account Number:				

Cashier - Detach portion below and provide to customer with reprint receipt look-up charge

Please check your email for your receipt copy requested on MM / DD / YYYY
 Requests will be processed in 2 business days (not including the day of request)

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