



# 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

<b>Today's Date:</b> MM / DD / YYYY	<b>First Name:</b>	<b>Last Name:</b>
<b>Transaction Date:</b> MM / DD / YYYY	<b>Transaction Total:</b> \$	<b>Email:</b>
<b>Purchase Location:</b>	<input type="checkbox"/> Main Store <input type="checkbox"/> Health Sciences <input type="checkbox"/> Online <input type="checkbox"/> DBAC Athletic Store <input type="checkbox"/> Other Location _____	
<b>Method of Payment:</b>	<input type="checkbox"/> Visa <input type="checkbox"/> Master Card <input type="checkbox"/> Amex <input type="checkbox"/> 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.	<b>Card Number:</b> XXXX XXXX XXXX _ _ _ _	
	Other Payment Type (Please specify below)	
	<input type="checkbox"/> Student Charge	Student Number:
	<input type="checkbox"/> Research Charge	Account Number:
	<input type="checkbox"/> 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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