

The University of Kansas
Receipt Request Form

Student Name (Print) _____ KUID _____

Address _____ Phone # _____ - _____ - _____

City, State & Zip _____ Fax # _____ - _____ - _____

Email Address _____

I request that the Bursar's Office send me a receipt for the following payments:

Tuition and Fees for the Semester(s) Fall _____ (year); Spring _____ (year); Summer _____ (year)

Fall _____ (year); Spring _____ (year); Summer _____ (year)

Fall _____ (year); Spring _____ (year); Summer _____ (year)

Housing Charges for the Semester(s) Fall _____ (year); Spring _____ (year); Summer _____ (year)

Fall _____ (year); Spring _____ (year); Summer _____ (year)

Fall _____ (year); Spring _____ (year); Summer _____ (year)

Other Charges: _____ Fall _____ (year); Spring _____ (year); Summer _____ (year)

_____ Fall _____ (year); Spring _____ (year); Summer _____ (year)

Please send receipt by (check one) Pickup in Person _____ Mail _____ Fax _____ Email _____

Student Signature _____ Date _____

If not delivering in person, the following section must be completed by a Notary Public:

State of _____ County of _____ on this _____ day of _____, 20 _____

personally appeared before me, (check one) _____ who is personally known to me OR _____ whose identity I proved on

the basis of _____ to be the signer of this Receipt Request Form.

Notary Public _____

Residing at _____

My commission expires: _____

KU verification by Bursar's Office personnel of student providing Receipt Request:

Employee Signature _____ Date _____

Fax Receipt Request Form to The University of Kansas Bursar's Office at 785-864-5059 OR

Mail or Bring in Person Receipt Request Form to

The University of Kansas • Bursar's Office • 1246 West Campus Road, Room 20 • Lawrence, Kansas 66045-7505

Upon receipt of your request, we will prepare and send you a receipt within 7-10 business days as long as charges are paid in full. At the beginning of each semester and during tax season, your request may take longer due to the high volume of requests we receive during this period. Receipt Request for current or prior academic year is free of charge. Receipt Request specifying information prior to these periods will be processed upon receipt of \$10. Payment may be in the form of a check, money order or cashiers check made payable to The University of Kansas. A \$30 fee will be assessed to the student's account for all returned checks. Each Receipt Request is limited to three academic years. An academic year includes Fall, Spring and Summer, respectively. If you have any questions, please call the Bursar's Office at 785-864-3322.

Account information dated after July 2003 may be viewed and printed through Enroll & Pay at <https://sa.ku.edu>.