

REQUESTING A RECEIPT
In Writing Only

INCLUDE:

Course Name & Course Number
What semester – you attended the class

Method of receiving the receipt

Fax – include fax number
Mail – include the correct address
Email – include your email address

You may mail, email or fax the request:

Email: acctsrec@msmary.edu

Fax: 301-447-5867

Mail: Mount Saint Mary's University
Accounting & Finance Office
16300 Old Emmitsburg Road
Emmitsburg, MD 21727
Attn: Linda Northrup

Your receipt will be sent to you within 3 working days.

Thank You