



The Office of
Student Life and
Development

Office Use Only

Received Stamp Staff Initial

Receipt Submission Form

Complete one form per person who made purchase. Submit to OSLD with receipts attached within 24 hours of purchase.

Please fill in the info below for the person who made the purchase.

Name: _____ Date: _____
 WCC email: _____ Club/department: _____

Complete the following section if you are submitting this receipt for purchase reimbursement.

WCC student/employee ID number of person seeking reimbursement:
 Mailing address of person seeking reimbursement (required if purchase total is over \$40.00):



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