

Excess Transcripts Charge

Office of the Registrar - Transcripts, 003 Wilder Tower, University of Memphis, TN 38152-3520

You may request as many as 20 transcripts without a charge. If you request more than 20 transcripts, you will be charged \$5.00 for each copy over 20. Your additional transcripts will not be produced until the Bursar's Office has received payment.

Student Information (shaded areas completed by requester)

U-Number: U _____	
Name:	Last: _____ First: _____ Middle: _____
Contact Info:	Street Address: _____ City / State / Zip: _____ E-mail: _____ Ph: _____
# of Transcripts Over 20: _____	
Total Charge (\$5 per transcript): \$ _____	
Requester Signature:	_____ Date: _____

Bursar's Office Use Only

Detail Code: <u>MOD3</u>	
Receipt #: _____	
Payment Rec'd - Cashier Signature/Date: _____ / _____	
Reason Credit Card Denied: _____	
Customer Contacted:	Yes _____ No _____ Date: _____

Payments By Check or Money Order (Make payable to University of Memphis)

Mail Payment with Form to:	University of Memphis, PO Box 1000, Dept. 313, Memphis, TN 38148-0313
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Payments By Credit Card (Visa/MasterCard/Discover)

Mail Payment with Form to the address above or Fax Form to 901-678-2772

Signature Required:	I hereby authorize the University of Memphis to charge my credit card in the amount noted above. _____ Date: _____
Circle One:	Visa _____ MasterCard _____ Discover _____

Credit Card Account Information

(Credit card information will be detached and shredded once the transaction has been processed.)

Credit Card #:	_____	Expiration Date:	_____
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