

Date: _____

Occidental College
Accounts Payable
1600 Campus Road
Coons Administration Bldg., #114
Los Angeles, CA 90041

ATTENTION: Accounts Payable
REGARDING: Request for return of original receipts

Original receipts were provided as substantiation for the expense report dated _____, which was submitted to the Accounts Payable Department. I am requesting that these original receipts described below be returned to me for the following reason(s).

Description of Receipt:

Reason for Request:

Date Received: _____

Signature: _____