



## Want your money back?

### **BEFORE** making a purchase:

- Approved Event Pre-Approval Form and/or Contract
  - Event Pre-Approval Form
    - **\*All off-campus events, and certain on-campus ones, must be pre-approved by Student Affairs\*.**
    - Submission details and applicable policies are located [here](#).
  - Contracted Services
    - **\*All service providers (DJs, photographers, etc.) must be subject to a contract and paid via University check.\*** Students **cannot** sign contracts – you will be personally liable for the terms and payment, which cannot be reimbursed.
    - Submission details and applicable policies are located [here](#).
- Tax Exempt Form signed by Student Affairs
  - Illinois sales tax is non-reimbursable unless it's for a sit-down meal at a restaurant.

### **RECEIPT** requirements:

- Vendor's name, address and phone number included
- Proof of payment included
  - Method of payment must also be stated (credit card, cash, check).
- Itemized
  - Personal items must **not** be included on the receipt.
- Submitted to OnBase within 30 days of purchase date

**SUBMIT** your reimbursement request [here!](#)