



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 non-contracted restaurant.

RECEIPT requirements:

- Vendor's name or address included
- Proof of payment included
 - Method of payment must also be stated (credit card, cash, check).
- Itemized
 - Purchase date, description of items ordered, and taxes/fees paid

CLUB APPROVAL requirements:

- if you are the club treasurer, you must receive approval from the club president or a similar officer (if you are also the club president) via email or slack message
- All other club members must receive approval from the club treasurer via email or slack message
 - Approval must state which club funds to charge (if your club has multiple accounts)

SUBMIT your reimbursement request [here!](#)