



CSSAF Purchases & Reimbursements

Procedures to Follow

There may be items which need to be purchased for a CSSAF project. Each CSSAF proposal must include an overview of anticipated purchases. Once a proposal is approved, CSSAF awardees should carefully follow the appropriate process outlined below to insure proper purchase and reimbursement for items necessary for successful completion of the CSSAF project.

Please note that *planning ahead* is key to obtaining supplies within the needed timeframe. *Attention to detail* and *following the procedure* is crucial. Only purchases which adhere to the CSSAF purchases and reimbursements procedures will be reimbursed. **No exceptions.**

Purchase Request Form

Before purchasing any item a CSSAF awardee must submit a completed **CSSAF Purchase Request Form**. After the request is reviewed you will be notified via email if your request to purchase an item is approved, denied, or pending because of a need for more information about the purchase. [Access CSSAF Purchase Request Form.](#)

Purchasing Methods:

Method A (preferred): Individual makes purchase using personal funds and then submits required reimbursement documentation. Access Method A procedure [here](#).

Method B (acceptable): Work with your faculty or staff sponsor to make purchases on their University PCard and then submit required documentation. Access Method B procedure [here](#).

If neither Method A or Method B is an option for your particular project, please contact Becky Crowell at RebeccaCrowell@creighton.edu to discuss an alternative way to procure necessary supplies.