



Method A: CSSAF Purchase & Reimbursement with Personal Funds

Read Carefully Before Making a Purchase

Once you have received approval to make a purchase for your CSSAF project, you may go ahead and make the purchase using your personal funds and then request reimbursement. Please complete the [Method A: CSSAF Purchase & Reimbursement with Personal Funds Form](#) with 72 hours of purchase.

- The timeline for reimbursement is a minimum of 2 weeks from when you turn in the appropriate documentation. The sooner you complete the reimbursement form, the sooner you receive reimbursement.
- All reimbursement requests must include an itemized receipt. Itemized means the item and price are listed on the receipt. The receipt must also include the vendor/store and date of purchase.
- If you lose a receipt or fail to get an itemized receipt you can reach out to the vendor to see if they will provide you with another copy. No receipt means no reimbursement. **No exceptions.**