

# CSAF SPENDING & REIMBURSEMENT



- STEP 1** | Get event spending approved
- STEP 2** | Make the purchase **tax-free** using the tax exemption number
- STEP 3** | Submit the itemized receipt and approval to the OFO (**ofowiu@wiu.edu**)
- STEP 4** | Work with the OFO to get set up in Colleague
- STEP 5** | Wait for **reimbursement approval**
- STEP 6** | Receive reimbursement check to address on file