



SAFAC Budget Adjustment & Substitution Policy

Budget Adjustments

In the event of a price increase for approved SAFAC expenses or location change for approved travel resulting in increased travel expenses, organizations may submit a Budget Adjustment request for the difference. Adjustments may only be considered if the change was caused by circumstances outside the organization's control. All requested adjustments must fall within the same guideline category of the original approval for consideration, and approved adjustments may not exceed guideline caps.

Below are some common examples of **acceptable** Budget Adjustment requests:

- The price tag of an item sold by a vendor increases after the budget is approved.
- The location of a tournament changes due to league regulations.
- The final amount invoiced by a production company for event services is greater than the amount originally quoted for the same services.

Below are common examples of **unacceptable** Budget Adjustment requests. These should instead be requested on a new Regular or Travel Budget request:

- An organization wants to purchase an item from a vendor using funds approved for a different item, and the new item is more expensive.
- An organization wishes to send additional people on a previously-approved trip.
- An organization requests additional T-shirt money due to an increase in membership.

Additionally, Budget Adjustment requests must be submitted no later than one week after the price changes. For travel, Budget Adjustment requests will not be accepted after the departure date.

The Budget Adjustment request form can be found on SAFAC's Engage portal.

Substitutions

In cases where there is no increase in price, organizations may be able to request substitutions for approved requests. Items may be considered substitutions if they fall within the same guideline category of the original item and are of equal or lesser value. Common example of substitutions include the following:

- An organization wishes to use their approved food budget for a different caterer for their banquet. The new caterer charges the exact same price as the previous caterer.
- An organization approved for costumes finds cheaper alternatives from a different supplier.
- An organization changes the theme of their event and uses less-expensive decorations.
- An organization travels to a closer venue for their tournament.

Unused SAFAC funds resulting from an approved substitution may not be used for additional purchases.

Substitution requests must receive approval before students receive reimbursement. The Budget Substitution request form can be found on SAFAC's Engage portal.