



SAFAC "Easy Review Budget" Process

What is an "Easy Review Budget"?

An Easy Review Budget (ERB) is a Regular Budget that is straightforward and does not require organization to present it to the Committee.

Easy Review Budgets are reviewed on a first-come, first-served basis during weekly SAFAC meetings, and typically returned to the student organizations within one week of submission to the Student Activities and Student Organizations (SASO) office.

How do I qualify?

For a budget to be designated as an ERB, the budget must meet the following criteria:

1. Each item on the budget request must fall within one of the following SAFAC guideline categories:

- Coaches/Instructors
- Costumes/Props
- Decorations
- Dues
- Entertainment
- Office Supplies
- Equipment
- Food
- T-shirts
- Uniforms

2. The total requested for each category must not exceed the maximum funded cap per the SAFAC guidelines, miami.edu/safac.

3. SAFAC delegates must approve the budget for Easy Review status during the liaison meeting.

I have Easy Review status. What is next?

Once the fully signed Easy Review Budget budget is received by SASO, it will be processed and scheduled for review by SAFAC on a first come- first served basis. While ERBs do not require presentations, organizations may be contacted if clarification is necessary.

Approved ERBs will be posted to student organizations' Engage portals one week after it is reviewed and approved funds may be expended at that time.

Questions?

For more information about the Easy Review Budget process, please contact your SAFAC liaison or email safac@miami.edu.