



SAFAC Budget Adjustment & Substitution Policy

Budget Adjustments

In the event of a price change for approved SAFAC expenses or travel budget change with effect on funding allocation, 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 changes after the budget is approved.
- The final amount invoiced by a production company for event services is different from the amount originally quoted for the same services.
- A change in travel budget that affects funding allocation. An example includes a location change of a tournament due to league regulations.

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.

Budget Substitutions

In the event that an item may need to be substituted with another comparable item or travel budget change with no effect on purpose of travel or funding allocation, organizations may be able to submit Budget Substitution requests for approved SAFAC expenses. Items may be considered substitutions if they fall within the same guideline category of the original item, are comparable to the original item, and are of equal or lesser value. Items that change the nature and/ or purpose of the event may not be deemed comparable. Common example of substitutions include the following:

- An approved request is out of stock and an organization wishes to purchase a similar item from a different supplier.
- A change in travel budget that does not affect the purpose of travel or funding allocation.
- 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 changes the theme of their event and uses less-expensive decorations.
- Unacceptable substitution: An organization decides they want to request a dunk tank rather than a guest speaker - while being within the same guideline category, this substitution changes the nature of the event and therefore is a non-comparable substitution.

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.

***NOTE: When submitting a Budget Adjustment or Substitution, make sure to list the requested adjustment or substitution as a line number exactly as listed on your organization's official/approved SAFAC budget (Example: Line Item 9). Failure to do so may result in the denial of your request.**