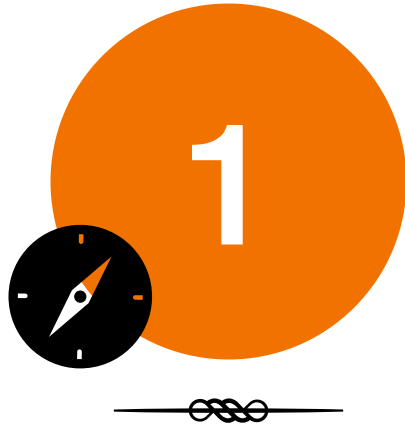


SAFAC



Intake Process



Access the Office Hours Zoom room by visiting www.bit.ly/safac-office-2021.

This link will automatically launch Zoom and you will be placed into a waiting room. At least one SAFAC Liaison will be active in this Zoom Room during our posted and published Office Hour timings.

Our Liaisons are only able to meet with one organization at a time, so please be patient as you might have to wait for the Liaison to finish meeting with someone who might have joined the meeting room before you.



During your meeting with a SAFAC Liaison please email them the Excel file of your budget, as well as the documentation for your requested items.

We ask that you collect all your documentation into a single document (Word doc, PDF, etc) so that we can be most efficient in reviewing and cross-referencing your documentation with your budget.

To help further expedite the process, ensure that every item on your budget has documentation and that the prices match down to the cent.



Once the SAFAC Liaison has fully reviewed your budget they will complete an Intake Form and ask you associated questions. They will then begin an automated signing process to ensure your budget is fully processed.

They will first enter their own email address to sign the budget themselves, then will enter your organization's President, Treasurer, and Advisor's email addresses, in that order. The budget will automatically be emailed to each person in the listed order and as soon as your Advisor signs it, SASO will reach out to your organization Treasurer to schedule a budget presentation if required.

Once the presentation is scheduled, the treasurer will join SAFAC's Zoom Meeting Room at the appointed date and time. Instructions for doing so will be provided in the SASO confirmation email.