



SAFAC Documentation Policy

All SAFAC budget submissions require supplementary documentation that shows pricing and additional information where applicable. **Documentation must clearly and accurately reflect the prices requested.** Please note that SAFAC does not fund taxes; please omit from documentation and budget request. **SAFAC has the right to refuse to review budgets until all proper, sufficient documentation is provided.**

Types of Documentation

In general, there are three types of documentation that are submitted along with SAFAC budget requests:

- *Price Tags* – Documents that show a sticker price for items in physical or online store are Price Tags.
- *Quotes/Invoices* – These are generated by vendors for a specific good or service for an organization. They must clearly show the title “invoice” or “quote”, include company information, payment due date (reflective of the current and prior calendar year), unique invoice number, detailed description of product, service, or transaction. Emails, text messages, and incomplete invoices will not be accepted.
- *Mileage Map* – When traveling, a mileage map shows the distance in miles from the University of Miami to the final destination. This can be a printout of an online mapping application such as Google Maps.

Regular Budget Requests

Below is a list of items funded according to SAFAC guidelines and the types of documentation they typically require.

| Guideline Category | Documentation |
|------------------------|---------------|
| Coaches/Instructors | Quote/Invoice |
| Computers | Quote/Invoice |
| Costumes/Props | Price Tag |
| Decorations | Price Tag |
| Dues | Quote/Invoice |
| Eng/Tech/Electric | Price Tag |
| Entertainment | Quote/Invoice |
| Equipment | Price Tag |
| Production | Quote/Invoice |
| Off-Campus Facilities* | Quote/Invoice |
| Office Supplies | Price Tag |
| Security** | Quote/Invoice |
| T-shirts | None |
| Uniforms | Quote/Invoice |
| Protective Equipment | Price Tag |

*Additionally requires a full schedule of intended usage dates for the facility

**Additionally requires a W9 and contract

Travel Budget Requests


All travel requests require backup documentation demonstrating the purpose of the travel request. Additionally, all travel requests require a daily schedule of dates & times and itinerary.

| Travel Category | Documentation |
|-------------------------|---------------|
| Ticketed Transportation | None |
| Mileage | Mileage Map |
| Rental Cars | Mileage Map* |
| Registration Fees | Price Tag |
| Hotels/Lodging | None |

*Additionally requires a map showing the distance from final destination to nearest airport

Example of proper documentation:

In order to ensure all documentation reflects the current costs of services for the proposed vendor, the invoice must be current. SAFAC will accept documentation from the prior and current calendar year. Invoices should be itemized to reflect the cost of all services that we be included for the event as seen below. The invoice should also have the total amount due listed in order to make the estimated costs clear.



Sobe Promos

ESTIMATE for SAFAC Activities
Student Activity Fee Allocation Committee 1/4
Zips

SHIPPING ADDRESS
UM SAFAC
1330 Miller Drive SAC
206
Coral Gables, FL 33146
United States

BILLING ADDRESS
SAFAC
1330 Miller Drive
Coral Gables, FL 33146
United States

PROJECT #
1234

TERMS
Net 30

ESTIMATE #
1234

CUSTOMER PO

IN HANDS DATE
October 30, 2023


CURRENCY
USD

Invoice or estimate number.

Invoice date reflecting current or prior calendar year.

BELLA+CANVAS Unisex Sponge Fleece Drop Shoulder Sweatshirt.

BELLA+CANVAS Unisex Sponge Fleece Drop Shoulder Sweatshirt. Retail fit Tear-away label Dropped shoulders Side seamed Rib knit cuffs and hem 8-ounce, 52/48 Airlume combed and ring spun cotton/poly fleece, 32 singlesSize: XS, Size: S, Size: M, Size: L, Size: XL Discounted Sale Price Valid from 2022-10-31 to 2022-11-05.




Product image for reference only. See your artwork below.
[Click to enlarge](#)

| ITEM | QTY | PRICE | AMOUNT |
|-----------------------------------|-----|---------|-----------------|
| Size: TBD - Color: Military Green | 20 | \$30.00 | \$600.00 |
| TOTAL UNITS | 20 | | |
| TOTAL | | | \$600.00 |

Itemized description of services rendered.

Artwork Details

| | | |
|------------------------|---|---|
| DESIGN NAME | STUDENT ACTIVITY FEE ALLOCATION COMMITTEE |  Click to enlarge |
| IMPRINT TYPE | Embroidery | |
| DESIGN LOCATION | Left Chest | |
| DESIGN SIZE | 3" Wide | |
| DESIGN COLOR | White | |

Services

| SERVICE | QTY | PRICE | AMOUNT |
|----------|-----|---------|---------|
| Shipping | 1 | \$18.00 | \$18.00 |

Questions about this estimate?

Pearce Falcon
pfalcon@sobepromos.com

Sobe Promos
3615 NW 2nd Avenue
Miami, Florida 33127
United States

| | |
|--------------|---------------------|
| SUBTOTAL | \$618.00 |
| TAX - FL | \$0.00 |
| TOTAL | USD \$618.00 |