



# SAFAC “Fast Track” Expedited Budget Process

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## **What is a “Fast Track”?**

SAFAC Fast Track budgets are Regular Budgets that qualify for a streamlined budget procedure. Fast Track budgets are reviewed on a first-come, first-served basis during weekly SAFAC meetings and do not require organizations to present to the Committee.

While Regular Budgets may require several weeks of processing time due to high demand, Fast Track budgets will be typically returned to organizations within one week of submission to the Student Activities and Student Organizations (SASO) office.

## **How do I qualify?**

In order to qualify for Fast Track status, budgets must meet the following criteria:

1. Each item on the budget request must fall within one of the following SAFAC guideline categories:
  - Coaches/Instructors
  - Office Supplies
  - Costumes/Props
  - Equipment
  - Decorations
  - Food
  - Dues
  - T-shirts
  - Entertainment
  - Uniforms
2. The total requested for each guideline category does not exceed the maximum funded for each guideline category by SAFAC. All category caps are listed on the SAFAC Guidelines which can be found on the SAFAC website, [miami.edu/safac](http://miami.edu/safac).
3. SAFAC Liaisons must approve the budget for Fast Track status during the liaison meeting.

## **I have Fast Track status. What next?**

If approved for Fast Track status, budgets may be submitted to SASO and will be processed through an expedited appointment system. While Fast Track budgets do not require presentations, organizations may be contacted if clarification is necessary.

Approved budgets will be posted to student organizations' Engage portals one week after their scheduled review appointment. Approved funds may be expended at this time.

## **Questions?**

For more information about the Fast Track process, please contact your SAFAC liaison or email [safac@miami.edu](mailto:safac@miami.edu).