PROCEDURE / PROTOCOL EXCEPTION REQUEST

Student Organization Fund (SOF) Programming and SGA Travel Funding | 2026-2027

University of Memphis, Student Government Association / Student Engagement

BEFORE YOU BEGIN

This form is used to request an exception to a procedure or protocol deadline in the SOF Programming Request or SGA Travel Funding process when documented extenuating circumstances prevented compliance.

Submitting this form does not guarantee an exception will be granted. Incomplete forms and forms submitted without supporting documentation will be returned without a determination.

What This Form CAN Be Used For

- The 14-day post-event / post-travel documentation deadline
- The advance submission deadline (14 calendar days Tier One / 30 calendar days Tier Two; 15 business days domestic travel / 8 weeks international travel)

What This Form CANNOT Be Used For

The following are not eligible for exception under any circumstances:

- **Requests submitted by a faculty/staff advisor. Submission by an advisor is an automatic denial and cannot be cured after the fact.**
- **Requests from an organization that has not completed mandatory SGA financial training. Training is a hard prerequisite. No exception is available.**
- **Post-travel reimbursement denials. Reimbursement decisions at the post-travel stage are final and not subject to appeal or exception.**
- **Expenses ineligible under SAFA funding limitations. Eligibility is not a deadline and cannot be waived.**
- **Requests exceeding the published tier maximum.**
- **Requests submitted after the annual allocation has been exhausted. There are no funds to award.**
- **Requests concerning events at or after fiscal-year close. SOF Programming funds expire June 30. Once the fiscal year closes the funds no longer exist, and no exception can restore them.**
- **Requests to hold an event during the study day or final examination period. Student events are not permitted during this period. Exceptions are granted by the Provost's Office only and must be addressed there directly.**

> If your situation falls into the list above, this form will be returned without review.

SECTION 1: REQUESTING ORGANIZATION

Organization name	
Requester name	
Requester officer title	
Requester UofM email	

Phone		Date of request	

This form must be submitted by an RSO officer. Forms submitted by advisors will not be reviewed.

SECTION 2: WHAT IS BEING REQUESTED

Which process does this concern?

- ☐ SOF Programming Request
- ☐ SGA Travel Funding

Which requirement are you asking to have excepted?

- ☐ 14-day post-event / post-travel documentation deadline
- ☐ Advance submission deadline, Tier One (14 calendar days)
- ☐ Advance submission deadline, Tier Two (30 calendar days)
- ☐ Advance notice, domestic travel (15 business days)
- ☐ Advance notice, international travel (8 weeks)

SECTION 3: REQUEST DETAILS

Event or travel name			
Event or travel date(s)			
Approved $		Amount at issue $	
Deadline date		Submitted date	
Number of days past deadline			

SECTION 4: EXTENUATING CIRCUMSTANCES

Describe what occurred. Be specific about dates and what prevented compliance.

When did the organization become aware of the problem?

What steps did the organization take once aware?

What will the organization do differently going forward?

SECTION 5: SUPPORTING DOCUMENTATION

Documentation is required. A written explanation alone is not sufficient. Attached:

- ☐ Itemized receipts and/or invoice
- ☐ Event advertisement or meeting agenda
- ☐ Completed reimbursement form
- ☐ Documentation of the circumstance (vendor correspondence, system error screenshot, official notice)

Other ____________________

SECTION 6: REQUESTER CERTIFICATION

I certify that the information provided is accurate and complete, that I am an officer of this organization with authorized access, and that I understand submitting this form does not guarantee an exception will be granted.

Officer signature ____________________

Printed name ____________________ Date ____________________

FOR OFFICE USE ONLY

SECTION 7: INTAKE REVIEW

Date received		Received by	

Threshold checks

- ☐ Submitted by an RSO officer (not an advisor)
- ☐ Organization completed mandatory financial training for the current academic year
- ☐ Request concerns a deadline eligible for exception (see page 1)
- ☐ Supporting documentation attached
- ☐ Underlying expense is otherwise eligible under SAFA funding limitations

> If any threshold check fails, return the form without determination and state the reason.

SECTION 8: DETERMINATION

Determination made by

- ☐ Administrative Associate I
  Post-event / post-travel documentation deadline: standing authority, with notification to the SGA Finance Committee.
- ☐ SGA Finance Committee
  Advance submission and advance notice deadlines.

Decision

- ☐ Exception GRANTED
- ☐ Exception GRANTED IN PART, specify in rationale
- ☐ Exception DENIED

Rationale

Name and title			
Signature		Date of decision	

SECTION 9: NOTIFICATIONS

Requester notified		Method	
SGA Finance Cmte notified			
Filed in exception log			

Companion to the SOF Programming Request and SGA Travel Funding Process Maps, Procedures and Protocols, 2026-2027. Where a conflict exists, the Process Maps govern.