



SGA FINANCE COMMITTEE DECISION RECORD

Student Organization Fund (SOF) Programming | 2026-2027

University of Memphis, Student Government Association

Complete this record at the time of the decision. Attach it to the request record in TigerZone. This document is the Committee's record of what was decided; the TigerZone entry reflects who recorded it.

SECTION 1: REQUEST

Request #		Meeting date	
Organization			
Event name		Event date	
Amount requested \$		Tier	

SECTION 2: HEARING

- ☐ Tier One: no hearing required by default
- ☐ Tier One: optional hearing requested and held
- ☐ Tier Two: hearing required and held
- ☐ Tier Two: hearing required; organization did not attend (request disqualified)

SECTION 3: COMMITTEE VOTE

Members present		Quorum met?	
Names of members present			
Votes in favor		Votes opposed	
Abstentions		Recusals	
Reason for any recusal			

Any member with a conflict of interest, including membership in or advisement of the requesting organization, must recuse and be recorded above.

SECTION 4: DECISION

- ☐ APPROVED as requested
- ☐ APPROVED in a reduced amount: enter amount below
- ☐ DENIED
- ☐ RETURNED FOR REVISION: specify what is needed below

Amount approved \$

Rationale: required for denial, reduction, or return. State the specific requirement, limitation, or policy that applies.

SECTION 5: RECORDED BY

Recorded in TigerZone by

Position

Date entered

Signature

Attach this completed record to the request in TigerZone. Do not store it separately. Retain with SOF funding records for the fiscal year.

Companion to the SOF Programming Request Process Map, Procedures and Protocols, 2026-2027. Where a conflict exists, the Process Map governs.