

SOFO Policy Exception Request Form Instructions

The **SOFO Policy Exception Request** form has been created to allow student organizations with a means to petition for a transaction to be completed despite a failure to comply with the established policies and procedures set by the Student Organization Finance Office. If the student organization officers believe that extenuating circumstances are significant, the exception form provides the organization the opportunity to present them in writing for consideration by SOFO. Ultimately, the completed form will serve as supporting documentation for SOFO should it move forward with the transaction. **Student organization officers should understand that completion of the form in no way guarantees that an exception will be made.**

The purpose of the form is two-fold. First, as mentioned above, it provides a mechanism to move transactions (determined on a case-by-case basis) to completion which would otherwise fail. Second, it serves as a way of identifying weaknesses in communication/training within student organizations with an objective of improving them so that exceptions are not necessary in the future. All successful requests will include forward-looking statements describing actions to be taken by the requestor and the student organization to prevent similar transactional failures.

Requestor	In general, the requestor is the person who did not follow the policy and/or procedure in question. The requestor is the person who will benefit from an exception being approved—e.g., the payee on a reimbursement.
Policy Description	In this section, the requestor must summarize what policies and/or procedures were not followed.
Reasons	The requestor includes reasons that include anything that the requestor believes SOFO should consider in deciding to approve the exception. It should also include actions the requestor will take to prevent this breach in policy from occurring in the future. Use additional sheets if necessary.
President/ Treasurer Comment	An organization's student officers need to provide details concerning their attempts to ensure compliance. They should also detail what procedures will be adopted by the student organization to prevent similar non-compliance issues from coming up again.
Approval of Recognizing Authority	All exceptions must be reviewed and approved by the NU student organization advisor on file at SOFO. Because an exception request documents a need for a transaction not meeting established policies and procedures, these requests should be infrequent and require a higher level of review beyond that of the staff advisor.