

**CONTRACTED INDEPENDENT ORGANIZATION  
STEPS FOR ACCESSING SAF APPROPRIATION  
UNIVERSITY OF VIRGINIA**

To access your organization's SAF appropriation, you will need to complete the following steps:

1. Verify that your group has already obtained a **Federal Tax ID** number through the IRS by calling 1-800-829-4933
  - a. This number is required for organizations that receive an appropriation.
  - b. Already have a Federal Tax ID? Call the IRS to update the contact information.
2. Complete a **Student Organization Direct Deposit Registration Form**
  - a. Need a bank account for your organization? Bank of America, Wachovia, and Alumni Hall offer free checking accounts.
  - b. Already have a bank account for your organization? Be sure to update officer information with your banking institution.
3. Update your student organization's information in the **Student Organization Information Management System** <http://www.virginia.edu/newcomball/sac/index.php>
  - a. The names of all officers should be documented in the above system.
  - b. It is highly important that the Treasurer's name be documented in the system as the information will verify who will be processing transactions on behalf of the organization.
4. The **CIO Treasurer's Manual** and the **Expenditure Voucher Form** are available on-line at <http://www.virginia.edu/newcomball/sac/index.php>.
  - a. Before any money is released to the organization, the treasurer will need to email [safbusiness@virginia.edu](mailto:safbusiness@virginia.edu) to confirm he/she has read and understand the guidelines.
  - b. Only the treasurer is authorized to sign the Expenditure Voucher Form
  - c. Reminder: There is a 60 day submission policy.
  - d. **NOTE:** Organizations should NOT pay for service-related expenditures (ie: printing, copying, advertising, maintenance, etc). Expenditures of this type should be paid directly from your SAF appropriation.
5. Special Notes:
  - a. Appropriation Process, budget, space allocation questions?  
E-mail [cio-appropriations@virginia.edu](mailto:cio-appropriations@virginia.edu)
  - b. SAF Financial Policies & Procedures questions?  
E-mail [safbusiness@virginia.edu](mailto:safbusiness@virginia.edu)
  - c. S.A.C. and organizational advice? Visit <http://www.virginia.edu/newcomball/lcp/>