**University of Suffolk Student’s Union – Budget Request Form**
(Please submit this form at least two weeks you need the purchase)

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| --- | --- |
| **Name**  |  |
| **Student number** |  |
| **Committee Role**  |  |
| **Club** |  |
| **What are you wishing to purchase?**An overview of the item/s and reason for purchase. Provide links if possible, examples and exactly what you would like the SU to purchase |  |
| **What are your reasons for requesting the SU to purchase this on behalf of you club?**Worthy criteria includes:- The amount is over £25- The student is not able to use their own funds- The amount is using money that does not belong to the club such as a fund, grant or sponsorship- Other. (Please explain in more detail).  |  |
| **When do you need this purchased by?** |  |
| **Where will the items be sent to?** Home address, student address or the SU |  |
| **Print name****SignedDate** |  |