



### Request for Funding Form

Please ensure that at least two weeks' notice is given for all funding applications to enable sufficient time for approval and processing of requests.

Name of Club / Society:			
Name of Club / Society Officer:			
Date of Request:			
Is the funding required for:	A One-Off Activity <input type="checkbox"/>	The Term <input type="checkbox"/>	The Year <input type="checkbox"/>
Date of One-Off Activity:			
What are you purchasing?	Number Required (If Applicable)	Cost per item (If Applicable)	Total Cost:
Travel			
Tickets			
Equipment			
Materials			
Refreshments			
Printing			
Venue Hire			
Other			
If you selected "Other", please provide further information below:			
Total amount of Funding Requested:			
How many members are in your club / society?			
Is this cost being covered by the SU upfront or are you being reimbursed?	Covered by the SU <input type="checkbox"/>	Reimbursed <input type="checkbox"/>	
If you are being reimbursed, please provide us with your bank details. You will be reimbursed after proof of purchase is provided.			
Please use this box to insert evidence of your costings – use extra page if necessary			

SU PRESIDENT USE ONLY		
Funding Approved?	Yes	No
President Signature & Date:		

Please use this page for extra evidence or information where necessary.