

How to fund your ideas

PTO Fills in funding form and sends this to SU. The form includes information on how much funding is being requested and the purpose eg campaign or event details

SU Adds information on how much budget has so far been used and emails all PTOs requesting a vote

PTOs vote via email, they can approve, reject or abstain. The Officer requesting is encouraged to also reach out to the Officer team asking them to look at the request

Votes are kept track of by SU - for a vote to be valid 50%+1 of PTOs have to vote (this is called quoracy - if it is not met then the funding request fails)

PTOs are given around a week to cast their vote. Once there is quoracy and the deadline to vote has passed the majority vote wins.

PTO Team informed of outcome via email

You can find the form at the end of this document or you can ask for a copy by emailing the SU.

Name:	
Role:	
Date of Request	
Amount being requested:	
Purpose of funding:	-
Workings: eg. Evidence of costs, such as screenshots of products, copies of quotes or budget sheet	

Additional Information – to be supplied by SU

Money Spent from Budget	Money Available in Budget

Outcome – to be filled in by SU

Votes For	Votes Against	Abstained
Outcome:		