



## Request Form for Utilizing Thesis Support Budget (Purchasing Equipment)

Name of Advisor ..... Curriculum .....

School of .....

Details of equipment to be purchased

No.	Description of Item	Specification Document No.	No. of Units	Estimated Total Price
If the space above is not enough, please attach additional sheets			Grand Total	

Reasons for purchasing (please describe) .....

.....

.....

		Name	Signature	Date
I	Advisor			
	Co-advisor (if any)			
	Committee Member			
	Committee Member			
II	Advisor			
	Co-advisor (if any)			
	Committee Member			
	Committee Member			

For purchasing equipment, signatures of all thesis committee members (at SIIT) are required.

	Account No.	Name of Student	Available Budget	Estimated budget used this time	Estimated available budget after used
I					
II					

Budget checked by the Secretary of School on date ..... Signature .....

The request was approved by the Joint Academic and Executive Committees Meeting on date: .....

(Note: Head of School brings the request to the Joint Academic and Executive Committees Meeting)

	Signature	Date	Action
Head of School			<input type="checkbox"/> Approve <input type="checkbox"/> Disapprove <input type="checkbox"/> Recommend for approval
Comment			