**International Day: Student Funding Procurement Proposal**

**Objective:** For International Day, students are being asked to create an international dish for more than 500 fellow students, teachers and staff to sample. In addition, students will be constructing costumes for the International Day ceremony. This proposal seeks to secure adequate funding so that students can fulfill the above requirements without paying from their personal funds.

**Procedure:**

Step 1: Eric Santos has confirmed that the Activities Budget has enough money to provide THB 3,000 per student group for a total of THB 54,000. The students have confirmed that this will be enough money to fulfill the above objective.

Step 2: Upon approval, the funds will be distributed to the following supervisors: Philip Henderson, Natawut Kalayanamit, Carleton Cole and Dan Simonds. These faculty will oversee the spending by each student group. All financial records will be kept by the supervising teachers for each group. Receipts will be collected whenever possible.

Step 3: Any funds that can not be spent will be used to help fund the charity fund which will be donated by the winning student groups.

Step 4: All spending reports and receipts will be submitted to the school finance department.

Approved: Yes No

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*Head of Social Science Dept. Head of Student Services*

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*Head of Finance Director*