



Memo

From the office of the...

Vice-President (Finance)

TO: Members of the Executive Board
FROM: Declan Sweeney (VP Finance)
SUBJECT: Capital Request for Work Laptop
DATE: October 22nd 2024

Dear Members of the Executive Board,

This memo is for a capital allocation for the purchase of a laptop for our new Communications & Advertising Director. It is essential for this position to be able to work hybrid. I am asking the Executive Board to approve the purchase of this laptop for \$2825.

Best,

Declan Sweeney (VP Finance)
McMaster Students Union
vpfinance@msu.mcmaster.ca