

Budget Proposal for Procurement

Date: 8th February, 2024
Prepared By: David Agyei Adu
Committee Name: Media Team

Procurement Budget Overview

This document outlines the estimated costs for the procurement of essential equipment for the media committee in other support the church in presentation and other functional activities. The items listed below have been carefully selected to meet the needs of the Church.

Proposed Items and Estimated Costs

No.	Item Description	Quantity	Unit Price (GHS)	Total Price (GHS)
1	Canon E05 Camera	1	10,000	10,000
2	Projector	1	-	-
3	Projector Screen	1	-	-
4	TV	2	-	-
5	HDMI Cable (100m)	1	-	-

Total Estimated Cost: GHS -

Justification & Benefits

- **Camera:** Essential for documentation, media content creation, and official event coverage.
- **Projector & Screen:** Useful for presentations, meetings, and workshops.
- **TVs:** Suitable for displaying information, training sessions, and live broadcasts.
- **HDMI Cable (100m):** Enables high-quality audio-visual connectivity for events and meetings.

This budget proposal is submitted for review and approval by the committee. Kindly consider these recommendations for procurement.

Prepared by: Agyei David Adu

Signature: _____

Date: _____

Approved by: Church Pastoral council **(CPC)**

Signature:

Date:

Note: Prices are subject to market changes and supplier quotes.