*Requestor: The Eye, CSEA*

*Subject: Request for Budget Allocation for the “Aerovision 2023” Event*

*Submitted by: Soorya Subramani, Event Coordinator*

| **#** | **Expense Category** | **Description** | **Potential Vendors** | **Preferred Vendor** | **Quantity** | **Total Cost** | **Justification** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 1 | **Distinctive Pens** | Custom Pens with College Logo | Local Vendor, VistaPrint.in | Local Vendor | 150 | INR 3,000 | Symbolic and functional, pens with our logo imprint magnify our presence. Walking Advertisements. |
| 2 | **Refreshments** | Day 1: Paper Boat; Conference Day: Maa Juice + Mini-Puff | College Canteen | College Canteen | 180 (150 on Day 1, 30 on Conference Day) | INR 3,480 | Networking, Energization, Incentive for Motivation. |
| 3 | **Promotions** | 15 Color Posters + 20 Color Brochures | Local Printing Hub, College Print-Shop | Local Printing Hub | 35  (15 Color Posters + 20 Color Brochures) | INR 350 | Amplified Outreach |
| 4 | **Certificates** | Personalized Certificates for Participants | Local Printing Hub | Local Printing Hub | 195  (150 Participants + 15 Winners + 30 Organizers) \* 15 | INR 2,925 | Celebration of Involvement, Mementos |
| 5 | **Incentives** | Prize Money for Contributions | - | - | 1 | INR 10,000 | Fostering Competition, Honoring Talent |
|  | **Total Expenses** |  |  |  |  | **INR 9,755** | |
|  | **Total Budget** |  |  |  |  | **INR 19,755** | |

**Advance Rationale:** An Advance Payment of **INR 3,000** requested for printing participation certificates, distinct pens, and promotions; remaining expenses covered personally with bills for reimbursement.

These allocations align with our objectives. Your consideration is valued.

Sincerely,

Soorya Subramani - Event Coordinator

**P.F.A**

1. Approved Letter from Faculty Advisors, Head of Department (CSE), Dean – Student Affairs, The Principal

2. In-Detail Event Agenda

3. Event Brochure with high-level agenda