To,

The Chairman

Society of Computer Applications

Department of Computer Applications

National Institute of Technology Jamshedpur

Jharkhand, INDIA - 831014

Date - 06/03/2017

**Subject – Request for approval of the approximate budget for android workshop to be organized on 08/03/2017**

Dear Sir,

This is to ask for your approval regarding the approximate budget made for conducting a workshop on **Android Technology** that will be organized by **Society of Computer Applications, NIT Jamshedpur in association with Aptech Computer Education (Jamshedpur)** on 08/03/2017. An expenditure wise estimated budget has been given below.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sr. No.** | **EXPENDITURE TITLE**  **(Tentative)** | **Quantity** | **Price per piece(INR)** | **COST**  **(INR)** |
| 1 | Refreshments |  |  | 2000 |
| 2 | ID cards | 22 | 100 |  |
| 3 | Miscellaneous |  |  |  |
| **Total** | | | | **4700** |

***Rupees: Four thousand seven hundred only***

The above amount shall be withdrawal from SCA’s Bank account. I therefore request you to kindly approve it.

Regards

**TREASURER, SCA VICE-PRESIDENT, SCA CHAIRMAN, SCA**