Date: 08-12-2021

From

Dr. Pooja M R

Professor, Dept. of CSE

Coordinator, Code Club

VVCE, Mysuru

Through

Induction Committee

VVCE, Mysuru

To

The Principal

VVCE, Mysuru

Dear sir,

Sub: Requisition for the approval and sanction of budget for the conduction of Open Source Lab activities during the induction program 2021-22

With respect to the above subject, I request you to approve and sanction the budget of **Rs. 7,180/-** for the conduction of activities from Open Source Lab of Computer Science and Engineering during the induction program 2021-22, for the first-year students. Kindly do the needful.

Thanking you

Yours sincerely,

**Dr. Pooja M R**

**Encl.**

Budget

**Budget**

The detail of the budget is as follows:

| **Sl. No.** | **Details** | **Amount (in Rs.)** |
| --- | --- | --- |
| 1 | Stickers (4/- \* 700) | 2800/- |
| 2 | Badges (17/- \* 100) | 1700/- |
| 3 | Refreshments  (30/- \* 8 batches \* 7 members) | 1680/- |
| 4 | Chocolates (10/- \* 100) | 1000/- |
| **Total** | | 7180/- |

**Total Budget for the event (in words): Rupees Seven Thousand One Eighty Only**

Yours sincerely,

**Dr. Pooja M R**