

Budgeting

This covers Blueprint specific budgeting details

- [AWS \(Both Semesters\)](#)
- [Canva Pro \(Spring Semester\)](#)
- [Website Domain \(Spring Semester\)](#)

AWS (Both Semesters)

Budgeting For AWS

Every semester (**Spring and Fall**) AWS resources should be requested at the Big Budget Meeting. Budget on the higher side, and AFR if you need more in the future. For our first semester, we budgeted ~\$400 dollars. Any funds that are budgeted in the Spring can be used in the Summer months (we plan to have some internal projects running over the Summer)

Here is an example of what this might look like in your [itemized budget](#):

General Expense	Category	Specific Expenses	Price per Unit	# Units	Total Price	Vendor	Link	Explanation
Operational Expenses								

	Technology	EC2 Instance	\$457.20	1	\$457.20	AWS	Found here	<p>AWS EC2 Instances will allow us to host and test the software we build in Cloud environments. It will also support hosting for our website and internal wiki/documentation. Currently a Blueprint member is donating their own servers to support these functions. The price listed may vary depending on usage, however, we intend to purchase a set amount of AWS credits and configure the account to only use those credits and to turn off services if the credits run out, preventing any further charges.</p>
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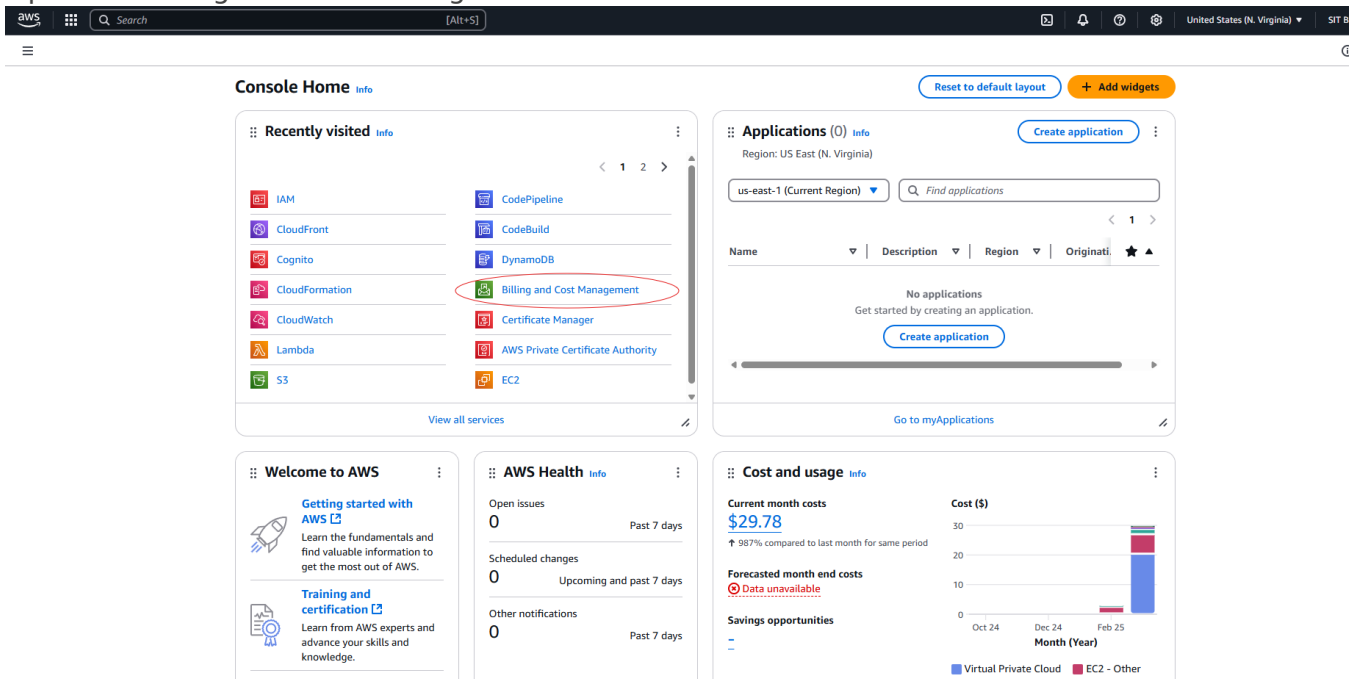
Payment

Attached to the AWS account is a P-Card. Every month payments will be billed to that card and we must submit a payment request through Ducklink with the amount spent that month. ***It is important that you monitor usage throughout the month to ensure that you do not exceed the budget. Make sure not to use the entire budget in one month.***

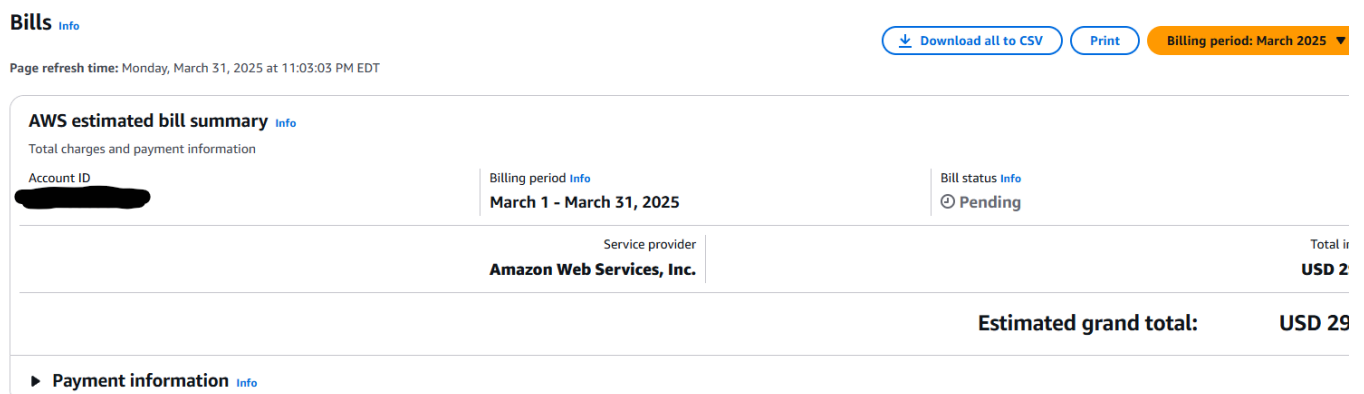
If possible, it is preferred by the SGA and Stevens Payments to use invoices instead of the P-Card.

To check the AWS Bill for the month:

1. Login to the root user account (reach out to President or VP Technology for access)
2. Open the Billing and Cost Management Tab:



3. Click on **Bills** in the left menu
4. You will now see the costs for the month



AWS estimated bill summary Info

Total charges and payment information

Account ID: [REDACTED]

Billing period Info: March 1 - March 31, 2025

Bill status Info: Pending

Service provider: Amazon Web Services, Inc.

Total in USD 2

Estimated grand total: USD 29

► Payment information Info

Once the billing period is over, you will be able to download your receipt which you will submit to the SGA on Ducklink

Resources

For further questions on budgeting reach out to Marissa Carroll - Student Life Administrative Assistant (mcarroll1@stevens.edu).

[Accessing Billing Information in the AWS Console](#)

Canva Pro (Spring Semester)

Budgeting

Canva Pro is a yearly subscription that we renew in Februrary. It should only be requested in the Spring Big Budget Meeting.

Here is an example of what this might look like in your [itemized budget](#):

General Expense	Category	Specific Expenses	Price per Unit	# Units	Total Price	Vendor	Link	Explanation
Operational Expenses								

	Technology	Canva Pro	\$120.00	1	\$120.00	Canva	Found here	Premium Canva assets allows us to improve the clipart and other designs that we use on both our website and the Non-Profit projects we work on. Canva Pro supports downloads for file formats like .svg which is preferred in our designs since the quality is not diminished when resizing the assets. Improves templates & marketing for our events/GB M fliers.
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Payment

The Canva Pro account was created under our gmail: sit.blueprint@gmail.com. There are plans to migrate our accounts and use the blueprint@stevens.edu email, so make sure to update this document if that changes. To access the account please refer to the password manager.

Attached to the Canva Pro account is a P-Card. The subscription is set to automatically renew, so you only need to download the receipt from Canva and upload it every February. If the P-Card

expires, make sure to request a new one to attach to the account.

Resources

For further questions on budgeting reach out to Marissa Carroll - Student Life Administrative Assistant (mcarroll1@stevens.edu).

Website Domain (Spring Semester)

Budgeting

We purchased our domain name from an organization called NameCheap. The domain expires in February and **must be renewed every year**. It should only be requested in the Spring Big Budget Meeting. Make sure to check NameCheap for the most up to date price since it changes from year to year.

Here is an example of what this might look like in your [itemized budget](#):

General Expense	Category	Specific Expenses	Price per Unit	# Units	Total Price	Vendor	Link	Explanation
Operational Expenses								
	Technology	Website Domain	\$16.98	1	\$16.98	Namecheap	Found here	Website Domain - view our website (new designs in-progress): https://sitblueprint.com/

Payment

Login to the Namecheap account using the password manager.

Attached to the Namecheap account is a P-Card. The subscription is set to automatically renew, so you only need to download the receipt from Namecheap and upload it every February. If the P-Card expires, make sure to request a new one to attach to the account.

Note: There was some difficulty transferring the domain from a personal account to blueprint@stevens.edu. If the domain is not listed in the account, reach out to Christian

Apostol.

Resources