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								

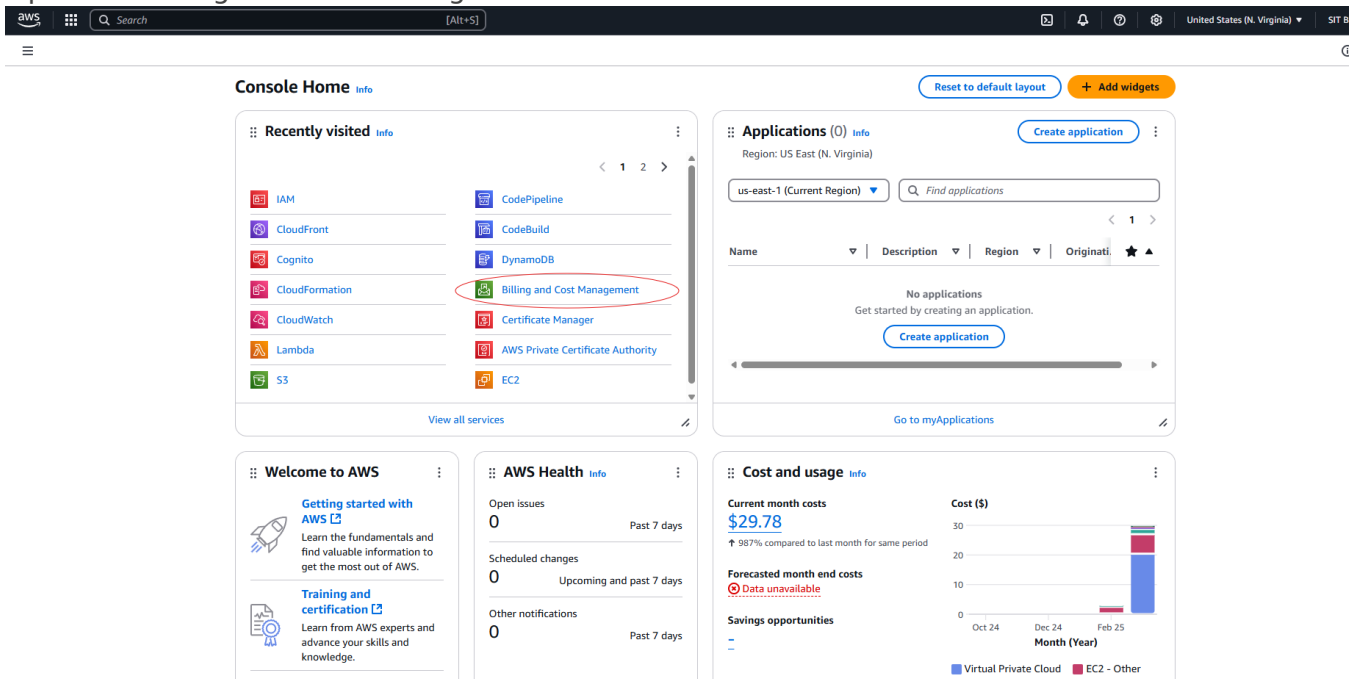|							
	Technology	EC2 Instance	$457.20	1	$457.20	AWS	[Found here](#)	AWS EC2 Instances will allow us to host and test the software we build in Cloud environments. It will also support hosting for our website and internal wiki/documentation. Currently a Blueprint member is donating their own servers 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.

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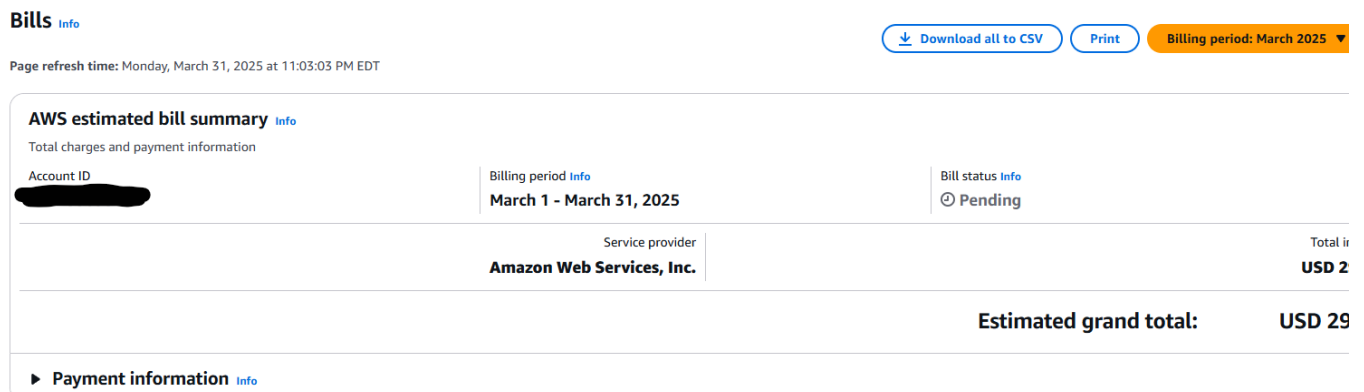
If possible, it is preferred by the SGA and Stevens Payments to use invoices instead of the P-Card.

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

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](#)