

Canva Pro (Spring Semester)

Budgeting

Canva Pro is a yearly subscription that we renew in February. 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 (mc Carroll1@stevens.edu).

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