

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

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