

# Departmental Meeting Budget Breakdown

Department	Marketing Department
Date	June 15, 2024
Location	Main Conference Room

## Budget Breakdown

#	Expense Item	Description	Quantity	Unit Cost	Total
1	Venue	Conference room booking	1	\$200	\$200
2	Refreshments	Snacks and beverages for attendees	20	\$10	\$200
3	Stationery	Notepads, pens	20	\$2	\$40
4	Technical Support	Projector and audio setup	1	\$60	\$60
Total Budget					\$500

## Approval

Prepared by	Jane Doe	Date	06/01/2024
Approved by	John Smith	Date	06/03/2024

## Important Notes

- All expenses must be supported by official receipts and documentation.
- Budget requests should be submitted at least two weeks prior to the meeting date.
- Any changes or overruns should be promptly communicated to the approving authority.
- This document should be kept for departmental records and future reference.