

Budgeting Case Study

Each year you are asked to provide input for your company's budget. You just received a memo from your boss asking you to prepare a plan to update the equipment, software, furniture, and supplies you think will enhance effectiveness and productivity within your company. You have been given a target budget of \$25,000. Your company requires that you get quotes from at least two vendors for any item that costs more than \$500.

Prepare a list of the equipment, software, furniture, and supplies you think the company needs.

1. Review catalogs, advertisements, the Internet, or other sources to identify vendors and prices for each item.
2. Prepare a proposed budget for your boss. Attach vendor, price, and description of the quality of the items you selected.
3. Present your budget to the class (according to instructions provided by your teacher), and provide justifications for the items you selected.

Evaluation

This project will be evaluated on how thorough and accurate your budget is in relation to the company you work for, the quality of items selected in relation to the cost, and the creativity of your oral presentation.