MONTHLY CRM EXPENSE REPORT

COMPANY NAME

REPORT PERIOD (MONTH/YEAR)

PREPARED BY

DEPARTMENT / COST CENTER

CRM SOFTWARE & LICENSING DETAILS

CRM PROVIDER NAME

SUBSCRIPTION TIER / PLAN

TOTAL NUMBER OF ACTIVE LICENSES

BILLING CYCLE (MONTHLY / ANNUAL)

EXPENSE BREAKDOWN

Description / Item	Category	Qty / Users	Unit Cost	Total Cost

Subtotal:

Taxes:

Discounts:

Total CRM Expense:

APPROVALS

PREPARED BY (SIGNATURE / DATE)

AUTHORIZED APPROVER (SIGNATURE / DATE)