

QA DEPARTMENT

Monthly Expense Report

FORM: QA-EXP-001

Month / Year		Date Prepared	
Prepared By		Approved By	
Cost Center		Project/Product	

TOTAL BUDGET ALLOCATED
TOTAL ACTUAL SPENT
REMAINING / VARIANCE

DATE	CATEGORY	DESCRIPTION / ITEM / VENDOR	BUDGETED (\$)	ACTUAL (\$)
1. Software, Testing Tools & SaaS Licenses				
	Test Management Tools			
	Automation Tools			
	Cloud Execution / Grid			
	Bug Tracking / PM Software			
2. Hardware, Test Devices & Infrastructure				
	Mobile Test Devices			
	Testing Servers / Environments			
	Local Machine Upgrades			
3. External Services, Training & Certifications				
	Crowdsourced / Beta Testing Services			
	Contractors / QA Consulting			
	ISTQB / Agile Certifications			
	Technical Training / Courses			

DATE	CATEGORY	DESCRIPTION / ITEM / VENDOR	BUDGETED (\$)	ACTUAL (\$)
4. Other / Miscellaneous Expenses				
	Other			
	Other			
Total Expenses:				

QA Manager Signature

Finance Dept Approval / Date