SOFTWARE HELPDESK AND MAINTENANCE EXPENSE SPREADSHEET

REPORTING PERIOD

DEPARTMENT / COST CENTER

PREPARED BY

APPROVED BY

DATE	CATEGORY	VENDOR / PROVIDER	DESCRIPTION OF SERVICE / SOFTWARE	INVOICE NO.	AMOUNT	STATUS

Subtotal Helpdesk Support	
Subtotal Maintenance / SLA	
Other Expenses	
Grand Total	

PREPARED BY (SIGNATURE / DATE)

AUTHORIZED APPROVAL (SIGNATURE / DATE)