

IT SUPPORT AND SOFTWARE MAINTENANCE EXPENSE SHEET

| | |
|---------------------------|------------------------------|
| Department: _____ | Period / Month: _____ |
| Prepared By: _____ | Cost Center: _____ |
| Date: _____ | Reference No: _____ |

| DATE | SOFTWARE/SERVICE NAME | VENDOR | LICENSE/SUPPORT TYPE | INVOICE/PO NO. | AMOUNT |
|------|-----------------------|--------|----------------------|----------------|--------|
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| Subtotal | |
| Tax / VAT | |
| Total Expense | |

Submitted By (Signature) Date

Approved By (Signature) Date