

IT PROJECT SOFTWARE PROCUREMENT EXPENSE SHEET

Expense Template for Software Implementation

Project Name:		Project Manager:	
Department:		Date:	
Cost Center:		Implementation Period:	

1. SOFTWARE LICENSING & SUBSCRIPTIONS

Software Name & Description	Vendor	License Type (SaaS/Perp.)	Quantity	Unit Price	Total Cost

2. IMPLEMENTATION & PROFESSIONAL SERVICES

Service Description	Service Provider / Consultant	Hours	Rate per Hour	Total Cost

3. INFRASTRUCTURE & INTEGRATION COSTS

Resource / Integration Requirement	Provider	One-time Cost	Recurring Cost (Annual)

4. TRAINING & SUPPORT COSTS

Training Program / Support Tier Description	Audience / No. of Users	Total Cost

TRAINING PROGRAM / SUPPORT TIER DESCRIPTION	AUDIENCE / NO. OF USERS	TOTAL COST

Subtotal Section 1:	
Subtotal Section 2:	
Subtotal Section 3:	
Subtotal Section 4:	
Grand Total:	

Prepared By (Project Manager) Date

Approved By (IT Director / CIO) Date