

ANNUAL OFFICE IT INFRASTRUCTURE SPENDING REPORT

Expense Template for Office IT Support & Services

Company

Name:

Fiscal Year:

Prepared

By:

Date

Created:

TOTAL ALLOCATED BUDGET

TOTAL ACTUAL SPENT

REMAINING BALANCE

Annual Budget & Expense Breakdown

CATEGORY	DESCRIPTION OF SERVICES	BUDGET (\$)	ACTUAL (\$)	VARIANCE (\$)
IT Support Services	Helpdesk, technical support, and outsourced IT management contracts.			
Hardware Procurement	Laptops, desktops, servers, monitors, and essential accessories.			
Networking & Telecom	Office broadband, routers, switches, cabling, and VoIP phone systems.			
Software & SaaS	Operating systems, office suites, productivity software, and utility tools.			
Cloud & Hosting	Cloud storage solutions, database servers, and web hosting fees.			
Cybersecurity	Antivirus enterprise licenses, firewalls, and security monitoring tools.			
Backup & Recovery	Disaster recovery systems, offsite backups, and redundancy services.			

CATEGORY	DESCRIPTION OF SERVICES	BUDGET (\$)	ACTUAL (\$)	VARIANCE (\$)
Maintenance & Repair	Physical hardware repairs, diagnostics, and legacy system servicing.			
Total	Aggregate IT Infrastructure Expenses			

Quarterly Distribution Summary

QUARTER	QUARTERLY BUDGET (\$)	QUARTERLY ACTUAL (\$)	QUARTERLY VARIANCE (\$)
Quarter 1 (Q1)			
Quarter 2 (Q2)			
Quarter 3 (Q3)			
Quarter 4 (Q4)			
Total Annual			

IT Director Signature Date

Chief Financial Officer Signature Date