

SAAS SUBSCRIPTION EXPENSE TEMPLATE

Cloud Software Subscription Management

COMPANY / DEPARTMENT

BILLING PERIOD

PREPARED BY

AUTHORIZED BY

TOTAL SUBSCRIPTIONS

MONTHLY COMMITMENT

ANNUALIZED RUN RATE

TOTAL ACTIVE LICENSES

Software / Service Name	Category	Billing Cycle	Unit Cost	Licenses	Total Cost	Renewal Date	Admin / Owner	Status
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TOTALS

NOTES & OBSERVATIONS

Prepared By (Signature) Date

Approved By (Signature) Date