

SOFTWARE ASSET MANAGEMENT & EXPENSE TEMPLATE

DEPARTMENT / COST CENTER

PREPARED BY

DATE CREATED

LAST REVIEWED DATE

TOTAL ACTIVE LICENSES

MONTHLY EXPENSE TOTAL

ANNUAL EXPENSE TOTAL

OVER-ALLOCATED LICENSES

Software Name	Vendor / Publisher	License Type	Qty Purchased	Qty Allocated	Unit Cost	Billing Cycle	Total Annual Cost	Renewal Date	Status
		▼				▼			▼
		▼				▼			▼
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NOTES & COMPLIANCE ACTION ITEMS

IT ASSET MANAGER SIGNATURE

DEPARTMENT HEAD APPROVAL