

IT SERVICES & HARDWARE COST TRACKER

Department/Project:

Billing Period:

Prepared By:

Date Generated:

HARDWARE TOTAL

SOFTWARE & SAAS TOTAL

SUPPORT & SERVICES TOTAL

GRAND TOTAL COST

1. Hardware & Equipment Expenses

Item Description / Model	Serial / Asset Tag	Qty	Unit Cost	Total Cost
Subtotal Hardware:				

2. Software Licenses & Cloud Subscriptions (SaaS)

Software/SaaS Application	License Type / Tier	Users/Qty	Billing Cycle	Total Cost

Software/SaaS Application	License Type / Tier	Users/Qty	Billing Cycle	Total Cost
Subtotal Software:				

3. IT Support & Professional Services

Service Provider / Consultant	Scope of Services / Deliverables	Hours / Rate	Invoice No.	Total Cost
Subtotal Support & Services:				

Prepared By (Signature / Date)

Authorized Approval (Signature / Date)