SAAS SPEND MANAGEMENT & AUDIT

COMPANY / ORGANIZATION

AUDIT PERIOD

PREPARED BY

DATE OF AUDIT

TOTAL ACTIVE SUBSCRIPTIONS

TOTAL ANNUAL SPEND

IDENTIFIED WASTAGE / UNUSED

TARGET SAVINGS

SOFTWARE APPLICATION INVENTORY & EXPENSE DETAILS

Application Name	Vendor / Publisher	Category / Purpose	Owner (Dept/User)	Billing (M/Y)	Unit Cost	Qty / Licenses	Total Cost	Renewal Date

USAGE OPTIMIZATION & AUDIT FINDINGS

Application Name	License Utilization (%)	Redundant Alternative App	Status (Keep/Cancel/Downgrade)	Action Required	Est. Savings

AUDIT NOTES & RECOMMENDATIONS

APPROVAL & SIGN-OFF

AUDITOR SIGNATURE

APPROVER SIGNATURE (CFO / IT LEAD)