

ENTERPRISE SOFTWARE MAINTENANCE COST RECONCILIATION FORM

Software License, Maintenance & Support Expense Verification

Reconciliation Period		Date Prepared	
Cost Center / Dept		Prepared By	
Project / Code Name		Currency	

1. SOFTWARE ASSET & VENDOR DETAILS

Software Name & Version	Vendor Name	Contract / PO Number	Start Date	End Date

2. COST RECONCILIATION BREAKDOWN

Expense Category / Description	Budgeted Amount	Invoiced / Actual Amount	Variance (+/-)
Base Annual Maintenance Fees			
- Core License Support			
- Database / Infrastructure Support			
Supplemental Support Fees			
- Upgrade & Patch Integration Support			
- 24/7 Extended Premium Support			
Additional Costs			
- Professional Services / Customization Support			
- Taxes / VAT / Administrative Fees			
TOTAL SOFTWARE MAINTENANCE COST			

3. VARIANCE EXPLANATIONS & ACTION ITEMS

Prepared By (Signature)

Date: _____

Reviewed By Cost Center Owner

Date: _____

Authorized CFO / Finance Approval

Date: _____