

IT CONTRACTOR PROJECT COST TRACKING TEMPLATE

PROJECT NAME

CLIENT

PROJECT MANAGER

BILLING PERIOD

TOTAL ALLOCATED BUDGET

SUBCONTRACTOR FEES TO DATE

EXPENSES & LOGISTICS

REMAINING BALANCE

Date	Contractor Name	Role / Work Package	Task / Deliverable Description	Hours	Rate (\$/hr)	Other Expenses	Total Cost
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Total Cumulative Summary

Project Manager Signature & Date

Finance / Accounts Approved By & Date