

OFFICE IT SUPPORT & SERVICES MONTHLY EXPENSE LOG

Billing Month / Year:

Department / Cost Center:

Prepared By:

Approved By:

1. Recurring IT Subscriptions & Retainers

Date	Category (e.g., SaaS, ISP, MSP)	Description / Service	Vendor	Cost (\$)	Payment Status

2. Ad-Hoc Services, Hardware & Support Incidentals

Date	Expense Type (e.g., Repair, Setup)	Description / Ticket Ref	Vendor / Technician	Cost (\$)	Approval Ref

Total Recurring Expenses:	
Total Ad-Hoc Expenses:	
Total Monthly IT Expenditure:	

Prepared By (Signature) Date

Authorized Approval (Signature) Date