

# SOFTWARE UPGRADE EXPENSE ALLOCATION SHEET

## Migration & Implementation Cost Distribution

**Project Name:**

**Current Software:**

**Target Software:**

**Date Prepared:**

**Prepared By:**

**Project Manager:**

**1. Licensing & Subscriptions**

**2. Implementation & Professional Services**

**3. Data Migration & Custom Integration**

**4. Training & Change Management**

**5. Infrastructure & Hardware Upgrades**

**TOTAL EXPENSES**

**Approvals & Sign-off**

IT Department Head (Signature / Date)

Finance Controller (Signature / Date)

Project Sponsor (Signature / Date)