

OFFICE TECH SUPPORT & SOFTWARE SUBSCRIPTION LOG

IT Expense Tracking and Service Documentation Template

REPORTING PERIOD / MONTH

DEPARTMENT / COST CENTER

PREPARED BY

DATE OF REPORT

1. Recurring Software & Cloud Subscriptions

Software / Service Name	Vendor / Publisher	Billing Cycle (M/Y)	Licenses / Qty	Unit Cost	Total Cost

2. Ad-Hoc IT Support, Hardware & Professional Services

Date	Service Provider / Vendor	Description of Work / Hardware Purchased	Ticket / PO #	Hours / Rate	Total Cost

TOTAL SUBSCRIPTIONS

TOTAL AD-HOC & SUPPORT

GRAND TOTAL IT EXPENDITURE

IT Manager Signature & Date

Finance Approver Signature & Date