# TECHNOLOGY PLATFORM EXPENSE RECONCILIATION FORM

Software and SaaS Platform Monthly Reconciliation Template

RECONCILIATION PERIOD _____

DATE PREPARED _____

PREPARED BY _____

DEPARTMENT / COST CENTER _____

## PLATFORM & SOFTWARE EXPENSE DETAILS

| Platform / Service Name | Vendor | GL Account Code | Budgeted Amount | Actual Invoice Amount | Variance |
|---|---|---|---|---|---|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | Total | | | |

## RECONCILIATION NOTES & VARIANCE EXPLANATIONS

PREPARED BY (SIGNATURE)

REVIEWED BY (SIGNATURE)

AUTHORIZED APPROVAL (SIGNATURE)