ENTERPRISE CRM SOFTWARE ACQUISITION EXPENSE SHEET

Acquisition, Implementation & Licensing Capital Expenditure Record

PROJECT NAME

DATE

PREPARED BY

DEPARTMENT

CRM VENDOR

PROPOSED GO-LIVE DATE

EXPENSE ITEM / DESCRIPTION	CATEGORY	UNIT COST	QTY	BILLING FREQUENCY	TOTAL COST
1. Software Licensing & Subscriptions					
2. Implementation, Customization & Integration					
3. Training, Support & Onboarding					
4. Hardware, Add-ons & Infrastructure					

Subtotal	
Est. Tax / VAT	
Contingency (%)	
Total Acquisition Cost	

AUTHORIZATION & SIGN-OFF

PREPARED BY

Signature Date

DEPARTMENT HEAD APPROVAL

Signature Date

CHIEF INFORMATION OFFICER (CIO) / CFO

Signature Date