

ANNUAL SOFTWARE UPGRADE EXPENSE LOG

Software License, Maintenance, & Upgrade Tracking Document

FISCAL YEAR

DEPARTMENT / COST CENTER

PREPARED BY

DATE AUTHORIZED

Date	Software Application / Upgrade Description	Upgrade Version	Vendor / Publisher	License Type	Qty	Unit Price	Total Cost	Reference No.

Annual Budget Allocation	
Total Upgrade Expenditures	

Remaining Budget / Variance	
--------------------------------	--

PREPARED BY (SIGNATURE / DATE)

APPROVED BY (SIGNATURE / DATE)