

IT Department Expense Report

Monthly Team Budget Plan

Category	Item Description	Unit Cost	Billing Period	Total Cost	Business Purpose
Software	Zoom Pro License (5 users)	\$14.99	per user/month	\$74.95	Team meetings and remote support sessions
Software	Microsoft 365 Business Premium	\$22.00	per user/month	\$110.00	Email, Office apps, and collaboration tools
Software	ServiceNow IT Service Management	\$100.00	per month	\$100.00	Ticket management and ITSM processes
Hardware	Wireless Headsets (Jabra Evolve2 65)	\$199.00	one-time	\$995.00	Professional audio for support calls
Hardware	Dual Monitor Setup	\$250.00	per workstation	\$1,250.00	Enhanced productivity for technical staff
Training	ITIL 4 Foundation Certification	\$350.00	per person	\$1,750.00	Industry standard IT service management training
Training	LinkedIn Learning Team License	\$25.00	per user/month	\$125.00	Continuous professional development

- The above table outlines the key IT department expenses for software, hardware, and training.
- Software licenses such as Zoom and Microsoft 365 support communication, collaboration, and productivity.
- ServiceNow is used for IT service management and support ticket tracking.
- Hardware purchases enhance technical staff effectiveness and ensure audio clarity during support calls.
- Investments in ITIL certification and LinkedIn Learning aim to strengthen technical knowledge and improve service quality.
- The total reflects strategic spending on essential tools and professional development.