

Financial Management expenditure record example

Enter expenditure details in the columns below

Item details			Cost									
Item	Date	Purchased for	Software	Hardware	Mice	Cables	Consumables	Contract charges	Ad hoc supplier charges	Staff	Accomm.	Misc
Office space annual charge	1-Sep-03	General technical support									£2,500.00	
Server room space annual charge	1-Sep-03	General technical support									£1,250.00	
Full-time Network Manager	1-Sep-03	Technical Support								£14,000.00		
Part-time ICT Co-ordinator (200 hours per year)	1-Sep-03	Language Department								£2,000.00		
Part-time admin support (200 hours per year)	1-Sep-03	Science Department								£2,000.00		
Server room air con maintenance contract	1-Sep-03	General technical support						£500.00				
Annual support contract	1-Sep-03	General technical support						£2,000.00				
Annual hardware maintenance contract	1-Sep-03	General technical support						£1,500.00				
Annual anti virus software licence	1-Sep-03	General technical support	£150.00									
Computer	30-Nov-03	Technical Support Department		£900.00								
Computer	30-Nov-03	Admin Department		£900.00								
Delivery of 2 computers	30-Nov-03	General technical support								£30.00		
Installation of 2 computers	30-Nov-03	General technical support								£60.00		
10 mice	1-Dec-03	Science Department			£50.00							
2 toner cartridges	1-Dec-03	Technical support stock					£40.00					
Computer	1-Jan-04	Language Department		£900.00								
Computer	1-Jan-04	Language Department		£900.00								
Delivery of 2 computers	1-Jan-04	General technical support								£30.00		
Installation of 2 computers	1-Jan-04	General technical support								£60.00		
French GCSE single user licence	1-Jan-04	Language Department	£75.00									
French GCSE single user licence	1-Jan-04	Language Department	£75.00									
Server operating system upgrade	1-Jan-04	General technical support	£250.00									
Server operating system upgrade	1-Jan-04	General technical support	£250.00									
Server operating system upgrade	1-Jan-04	General technical support	£250.00									
15 patch cables	10-Jan-04	Technical support stock				£45.00						
5 backup tapes	10-Jan-04	General technical support					£100.00					
50 floppy disks	10-Jan-04	Technical support stock					£35.00					
Off-contract support call reference 12346	15-Jan-04	Science Department								£60.00		
15 photocopies of user handbook	16-Jan-04	General technical support										£15.00
Colour printer	1-Mar-04	General technical support		£2,500.00								
Delivery of colour printer	1-Mar-04	General technical support								£30.00		
Installation of colour printer	1-Mar-04	General technical support								£30.00		
Addition of colour printer to support contract	1-Mar-04	General technical support						£200.00				
Colour printer consumables	15-Mar-04	General technical support					£150.00					
			£1,050.00	£6,100.00	£50.00	£45.00	£325.00	£4,200.00	£300.00	£18,000.00	£3,750.00	£15.00
Grand total												£33,835.00

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