

Expenditure record example

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
												£33,835.00
												GRAND TOTAL

