IT Department Budget Template

Department Information

Organization Name	Enter organization name
Prepared By	Prepared by
Fiscal Year	YYYY-YYYY
Date	DD/MM/YYYY

Budget Overview

Category	Planned Budget ($)	Actual Spend ($)	Notes
Personnel (Salaries, Benefits)	0.00	0.00	
Hardware Purchases	0.00	0.00	
Software Licenses & Subscriptions	0.00	0.00	
Cloud Services	0.00	0.00	
IT Support and Maintenance	0.00	0.00	
Training and Development	0.00	0.00	
Project Implementation	0.00	0.00	
Security & Compliance	0.00	0.00	
Other Expenses	0.00	0.00	
Total	0.00	0.00	

Additional Notes

Instructions: Use this template to plan, track, and manage your IT department's budget. Fill in the planned and actual amounts, and provide notes as necessary for each budget category.

Revision History:

- Date: _____ | Changes: