OFFICE UTILITY BILL TRACKER

TELECOM & INTERNET SERVICES

OFFICE/DEPARTMENT

TRACKING PERIOD (YEAR/MONTH)

PREPARED BY

APPROVED BY

ALLOCATED BUDGET

TOTAL ACTUAL SPEND

REMAINING / VARIANCE

SERVICE PROVIDER	ACCOUNT NUMBER	SERVICE TYPE (INTERNET, LANDLINE, MOBILE, VOIP)	INVOICE NUMBER	BILLING DATE	DUE DATE	AMOUNT DUE	STATUS	PAYMENT DATE	NOTES / REFERENCE

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					Total				

Prepared By (Signature) Date

Authorized Approval (Signature) Date