

# UTILITY COST LOGGING SHEET

COMPANY/BUSINESS NAME \_\_\_\_\_

BILLING PERIOD / YEAR \_\_\_\_\_

DEPARTMENT / LOCATION \_\_\_\_\_

PREPARED BY \_\_\_\_\_

| DATE | UTILITY TYPE | SERVICE PROVIDER | ACCOUNT / INVOICE # | BILLING PERIOD | USAGE (KWH/M <sup>3</sup> /ETC) | DUE DATE | AMOUNT DUE | PAYMENT METHOD |
|------|--------------|------------------|---------------------|----------------|---------------------------------|----------|------------|----------------|
|      | ▼            |                  |                     |                |                                 |          |            |                |
|      | ▼            |                  |                     |                |                                 |          |            |                |
|      | ▼            |                  |                     |                |                                 |          |            |                |
|      | ▼            |                  |                     |                |                                 |          |            |                |
|      | ▼            |                  |                     |                |                                 |          |            |                |
|      | ▼            |                  |                     |                |                                 |          |            |                |
|      | ▼            |                  |                     |                |                                 |          |            |                |
|      | ▼            |                  |                     |                |                                 |          |            |                |

Subtotal

Tax /  
Adjustments

**Grand Total**

PREPARED BY (SIGNATURE)

APPROVED BY (SIGNATURE)