

Monthly Office Utility Expense Tracker

Month / Year:

Department:

Prepared By:

Location/Branch:

TOTAL UTILITY BUDGET

TOTAL ACTUAL SPEND

REMAINING / VARIANCE

Date Paid	Utility Type	Service Provider	Invoice / Ref #	Amount	Status	Notes
	Electricity					
	Water / Sewer					
	Gas / Heating					
	Internet / Fiber					
	Telephone / Mobile					
	Waste Management					
	Security System					
	Cleaning Services					

Date Paid	Utility Type	Service Provider	Invoice / Ref #	Amount	Status	Notes
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Total Monthly Utilities						
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Prepared By (Signature) Date

Approved By (Signature) Date