

COMMERCIAL PROPERTY MAINTENANCE EXPENSE REPORT

Office Maintenance & Repairs Template

PROPERTY NAME / LOCATION

REPORT PERIOD

PREPARED BY (NAME & TITLE)

DEPARTMENT / COST CENTER

DATE	CATEGORY	DESCRIPTION OF WORK / ITEMS	VENDOR / CONTRACTOR	INVOICE #	AMOUNT

SUBTOTAL _____

TAX / VAT _____

OTHER / MISCELLANEOUS _____

TOTAL EXPENSES _____

SUBMITTED BY (SIGNATURE & DATE)

AUTHORIZED APPROVAL (SIGNATURE & DATE)

