

Utility Bill Expense Report

Business Name

Reporting Period

e.g. Jan 2024 - Mar 2024

Prepared By

Date Prepared

Utility Expenses

Date	Vendor/Provider	Type (Electricity, Water, etc.)	Account Number	Bill Period	Amount	Paid (Yes/No)	Notes
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Summary / Notes

Add summary or remarks here...

* This is a sample template. Add/remove rows as necessary for your reporting needs.