

Office Utility Expenses Submission Document

Submitted By: _____
Department/Unit: _____
Submission Date: ____ / ____ / ____
Reporting Month/Period: _____

Utility Expenses Details

No.	Utility Type	Provider/Account Name	Invoice/Account Number	Billing Period	Amount (Currency)	Remarks
1	Electricity					
2	Water					
3	Internet					
4	Other (specify)					
Total						

Attached Supporting Documents

- Copies of utility bills/invoices
- Proof of payment/receipts
- Other relevant documentation (if any)

Prepared By: _____
Designation: _____
Signature & Date: _____

Important Notes:

- Ensure that all expense details and supporting documents are complete and accurate prior to submission.
- All invoices must correspond to the reporting period specified above.
- Approval from department head may be required before final processing.
- Retain a copy of this document and related bills for your records.