

Template: Office Utility Bill Submission and Approval

A. SUBMISSION DETAILS

Submitted By		Date	
Department		Contact	

B. UTILITY BILL INFORMATION

Utility Type	Provider	Account No.	Bill Period	Amount Due

C. PAYMENT INSTRUCTIONS

Preferred Payment Method	
Due Date	
Remarks/Notes	

D. APPROVAL SECTION

Approved By		Date	
Signature			
Comments			

IMPORTANT NOTES

- Ensure all bill details and supporting documents are attached.
- Verify bill amounts and due dates before submission.
- Obtain required approvals in advance to avoid payment delays.
- This template should be updated as per company policy changes.
- Keep a copy of the submitted document for your records.