

# Credit Card Statement Template for Small Business Expenses

Manage your finances efficiently with our **credit card statement template** designed specifically for small business expenses. This template helps you track, organize, and categorize transactions to simplify accounting and budget planning. Stay on top of your expenses and ensure accurate reporting every month.

Instructions:

- Enter your statement period, cardholder information, and all business transactions below.
- Categorize each expense for easy reporting and budget tracking.
- Total amounts at the bottom help with reconciliation each month.

Statement Period:

MM/DD/YYYY - MM/DD/YY

Cardholder Name:

Full Name

Date	Description	Category	Vendor	Amount (USD)	Notes
<div>MM/DD/YYYY</div>	<div>E.g., Office Supplies</div>	<div>Office Supplies</div>	<div>Vendor Name</div>	<div>0.00</div>	<div>Optional notes</div>
				Total	\$0.00

Prepared by:

Name

Date:

MM/DD/YYYY