

# CONSULTANT AND VENDOR GUIDE—DAILY TIME SHEET

For field workers that a consultant employs on behalf of the campaign.

## DAILY TIME SHEET

Committee Use Only

Transaction ID: 2052

### SOPHIA FOR COUNCIL

(Committee Name)

Employee Name: Jane Lee

Home Address: 123 Lefferts Blvd., Jamaica, NY 11435

Phone: \_\_\_\_\_

Date: 9/3/xx Time In: 9:30 am Time Out: 12:30 pm Hours Worked: 3

Duties Performed: Handed out campaign literature at Elmhurst Ave subway stop  
(Flushing, NY)

Salary/Wage/Fee: \$10.00 per: hour | day (circle one) Total Paid: \$30.00

### VERIFICATION

I hereby affirm that the employee named above has performed the duties, worked the hours, and was paid the amount listed above.

Jane Lee \_\_\_\_\_ [xx-xx-xx]  
Employee Signature Date

Alexis Davis \_\_\_\_\_ [xx-xx-xx]  
Treasurer Signature Date

### For Committee Use Only

Paid: \$30.00 by cash or check (circle one) Check Number: 051

Paid by:  Committee  Other: \_\_\_\_\_