

CONSULTANT AND VENDOR GUIDE—WEEKLY TIME SHEET

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

WEEKLY TIME SHEET

Committee Use Only

Transaction ID: 2053

SOPHIA FOR COUNCIL

(Committee Name)

Employee Name: Jean Smith

Home Address: 36 Layton st., Flushing, NY 11351

Phone Number: _____ Period Covered: 9/1-9/7

Salary/Wage/Fee: \$ 10.00 per: (hour) day (circle one)

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Date	9/1	9/2	9/3	9/4	9/5	9/6	9/7
Time In:		9:30 am		9:30 am		9:30 am	
Time Out:		12:30 pm		5:30 pm		3:00 pm	
Hours Worked		3		8		5.5	
Duties Performed	<u>Wrote thank you cards to contributors; organized campaign literature; planned fundraiser agenda</u>						
Total Hours Worked	16.5			Paid Amount	\$165		

VERIFICATION

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

Jean Smith _____ [xx-xx-xx] _____
Employee Signature Date

Alexis Davis _____ [xx-xx-xx] _____
Treasurer Signature Date

For Committee Use Only

Paid: \$ 165 by cash or (check) (circle one) Check Number: 052

Paid by: Committee Other: _____