CONTRACT #:

PROJECT NAME:

TIME SHEET FOR <u>EMPLOYEE</u> LABOR AND EQUIPMENT

All information listed below is required.

You may add or delete rows as you see fit, but please double check that totals are correct before submitting. Please review the closeout packet if you have any questions.

DATE	NAME OF WORKER / OPERATOR	WORK ON PROJECT	SIGNATURE	# OF HOURS WORKED	HOURLY RATE *	TOTAL	# HOURS / MILES / DAY	**	TOTAL \$
								_	
								_	
								+	
								\rightarrow	
								_	

*Hourly rate of project sponsor's own employees. HOURLY RATE CANNOT INCLUDE BENEFITS

**Please either use the equipment rates established with your organization or the equipment cost list provided.

I certify that all labor and equipment donations were properly supervised and used productively on this project. I further certify that equipment was used by qualified operators and all figures shown above are true and accurate.

Supervisor's Signature

Grand Total: