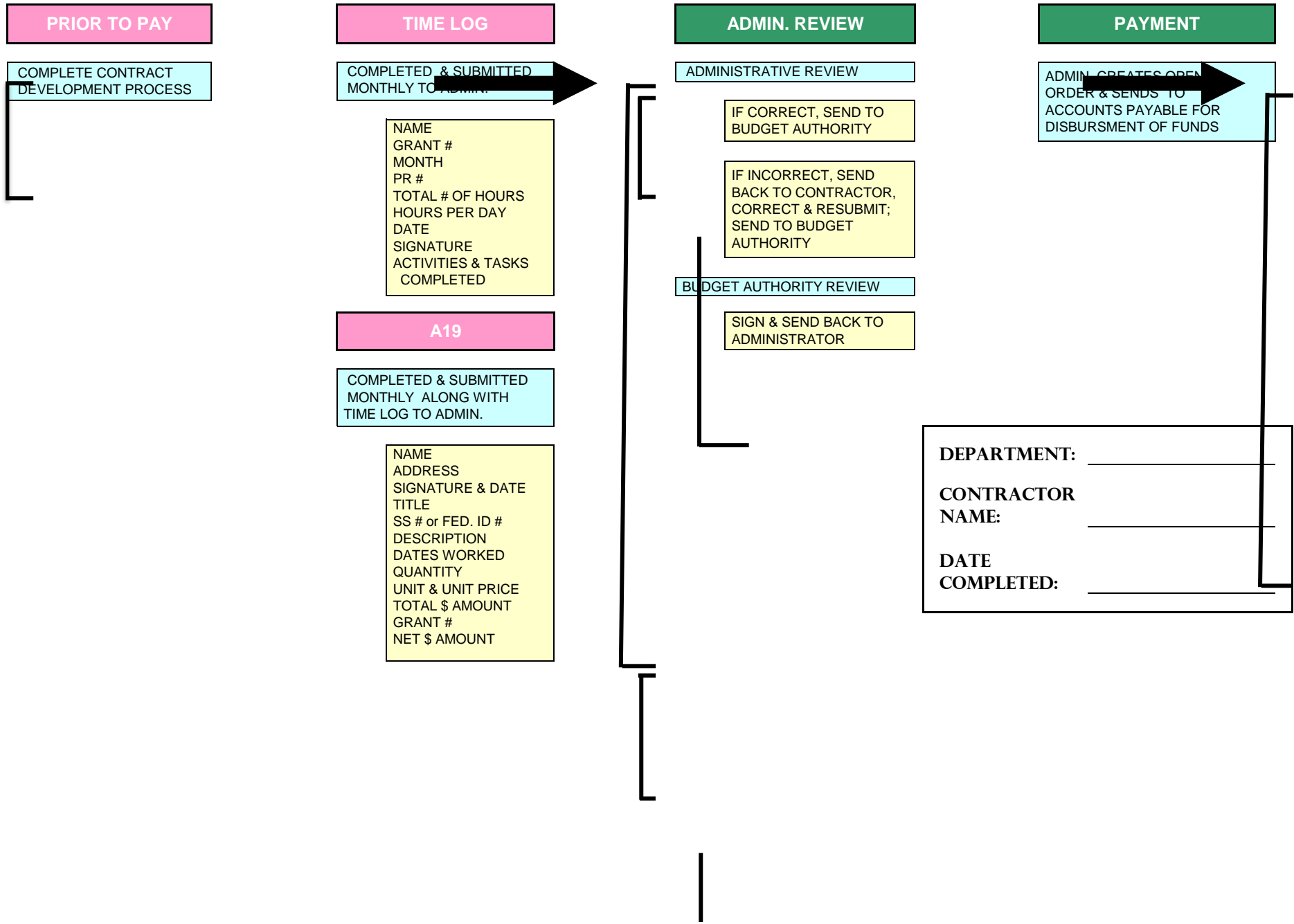


CONTRACTOR PAYROLL PROCESS



PRIOR TO PAY

COMPLETE CONTRACT DEVELOPMENT PROCESS

TIME LOG

COMPLETED & SUBMITTED MONTHLY TO ADMIN.

NAME
GRANT #
MONTH
PR #
TOTAL # OF HOURS
HOURS PER DAY
DATE
SIGNATURE
ACTIVITIES & TASKS COMPLETED

A19

COMPLETED & SUBMITTED MONTHLY ALONG WITH TIME LOG TO ADMIN.

NAME
ADDRESS
SIGNATURE & DATE
TITLE
SS # or FED. ID #
DESCRIPTION
DATES WORKED
QUANTITY
UNIT & UNIT PRICE
TOTAL \$ AMOUNT
GRANT #
NET \$ AMOUNT

ADMIN. REVIEW

ADMINISTRATIVE REVIEW

IF CORRECT, SEND TO BUDGET AUTHORITY

IF INCORRECT, SEND BACK TO CONTRACTOR, CORRECT & RESUBMIT; SEND TO BUDGET AUTHORITY

BUDGET AUTHORITY REVIEW

SIGN & SEND BACK TO ADMINISTRATOR

PAYMENT

ADMIN. CREATES OPEN ORDER & SENDS TO ACCOUNTS PAYABLE FOR DISBURSMENT OF FUNDS

DEPARTMENT: _____

CONTRACTOR NAME: _____

DATE COMPLETED: _____