

Attachment "C"
Invoice and Activity Log Sheet

Date: _____

CONTRACTOR/Secretary Name:

CONTRACTOR/Secretary Address:

CONTRACTOR/Secretary Telephone Number:

CONTRACTOR/Secretary Email Address:

Purchase Order Number: _____

Name of TAB Supported: _____

For Month/Year Submitted: _____

Total Amount Requested: _____

For this invoice period:

- ☐ Invoice/Activity Log Sheet is complete and attached
- ☐ Agendas have been submitted and uploaded timely
- ☐ Meeting minutes and audio files have been submitted and uploaded timely
- ☐ TAB liaison has reviewed prior to submission _____ (Liaison initials)

I certify that all information listed on this invoice and activity log sheet is true and correct. I understand that purposely providing false information or failing to disclose correct information may result in delay or denial of my compensation. I understand that an electronic signature has the same weight and effect as a handwritten signature. Furthermore, I understand that any modification to this invoice and activity log sheet or submission of an incomplete invoice and activity log sheet will not be accepted.

Signature _____ **Date** _____

Log of CONTRACTOR/Secretary Activities for the Month:

CONTRACTOR/Secretarial Functions for the Support of:

(Name of TAB)

For Month/Year Submitted: _____

Date	Meeting			Hours for Customer Service Work	Hours for Administrative Work	Notes (if applicable)
	# of Zoning Items	# of Other Items	Meeting Length (in Hours)			
Total:						
Total Time Spent for Meeting, Customer Service, and Administrative Work:						

**If you need additional space, please attach an additional sheet of paper.*