## Attachment "C" Invoice and Activity Log Sheet

Date:	
Secretary Name:	
Secretary Address:	
Secretary Telephone Number:	
Secretary Email Address:	
Purchase Order Number:	
Secretarial Functions for the Support of:	
For Month Submitted:	
Total Amount Requested:	
I certify that all information listed on this invoice and that purposely providing false information or failing to denial of my compensation.	l activity log sheet is true and correct. I understand
Signature	Date

Last Revised 6/2018

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

Last Revised 6/2018