

ACCOUNTS PAYABLE

PLEASE TYPE
OR PRINT

PAY TO:

VENDOR NUMBER

SEQ/LOC.

DATE 7/3/18

VENDOR NAME (LAST NAME, FIRST NAME)
McTester, Hester

Check this box and complete the information below only if this is a new vendor or a change of address.

VENDOR ADDRESS		
123 Sunnyside Lane		
<small>(Address line 2 if needed)</small>		
CITY	STATE	ZIP CODE
Pleasantville	MN	55555
SSN/TAX ID NUMBER		
555-55-5555		

INVOICE #	SERVICE PERIOD MM/DD/YYYY
	FROM: 6/1/18 TO: 6/30/18

AMT.	ACCOUNT	FUND	ORG.	PROGRAM	SUB-CLASS (RID)	BUDG. YR	PROJ/GRANT
68.89	424501	11102	600110	52901			

TOTAL	PAYMENT COMMENTS: (to print on check stub)
\$68.89	Reimbursement to Volunteer/Intern for bus/train, parking, and/or mileage

SEND/REMIT TO:

Use only if payer and/or address differs from Pay To (above)

Name: _____
 Address: _____
 Address: _____

List in this space and attach to the back of this form: original invoices, receipts, certified claims or other documents.

Preparer's Signature

Hester McTester

I declare that the above materials and/or services have been received, are for Ramsey County, allowed by law, and approved for payment.

6-4090 Authorized Signature _____

NOTE: The vendor's Social Security Number will be used to report taxable income to the Internal Revenue Service. This data is considered private under Minnesota Statute 15.165, but we will not be able to process this claim without it.

Volunteer Services Time & Expense Report

Month/Year: June 2018

Date	Time In	Time Out	Bus/Train/East Bldg Parking
1			\$5.00
2			\$5.00
3			\$5.00
4	8	4:30	\$5.00 X
5			\$5.00
6			\$5.00
7	9	12	\$5.00
8	8	4:30	\$5.00 X
9	8	4:30	\$5.00 X
10			\$5.00
11			\$5.00
12			\$5.00
13			\$5.00
14			\$5.00
15			\$5.00
16			\$5.00
17			\$5.00
18			\$5.00
19	8	4:30	\$5.00 X
20			\$5.00
21	8	4:30	\$5.00 X
22			\$5.00
23			\$5.00
24			\$5.00
25			\$5.00
26	8	4:30	\$5.00 X
27	8	4:30	\$5.00
28			\$5.00
29			\$5.00
30			\$5.00
31			\$5.00
Monthly Totals			30.00

Name: Hester McTester Position: SS/FCS/Intern, MSW

Signature/Date: *Hester McTester* 7-3-18

