Goldbelt Heritage Foundation
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Juneau, Alaska 99801
907-790-1471
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TIME RECORD/CHECK REQUEST FOR CONTRACTORS & ELDERS

CHECK PAYABLE TO: **CHECK NEEDED:** _____**NEXT CHECK RUN:**_____

_____ **DATE:**_____

_____ **AMOUNT:**_____

_____ **SSN:**_____

DESCRIPTION			
DATE	LOCATION	ACTIVITY	**Hours**
Participant Signature:		Total Hours:	

GHF STAFF USE ONLY

Rate per Hour: $_____ X Total Hours:_____	**Amount Due**
Account Number:	**$**
Account Number:	**$**
Account Number:	**$**
Account Number:	**$**
TOTAL AMOUNT OF CHECK:	**$**

Check Requested By: _____Date:_____

Check Approved By: _____ Date:_____

Special Instructions:

IMPORTANT NOTICE: Unless written in your Contract OR Pre-Approved & Signed by GHF Lead Staff, Work hours are 15 Hrs/Wk