Goldbelt Heritage Foundation
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Juneau, Alaska 99801
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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