

1000 East Victoria Street, WH-340 **PHONE:** (310) 243-3771
Carson, California 90747 **FAX:** (310) 243-6947

SPECIAL CONSULTANT VOUCHER

An approved timesheet is required before any payment can be made. Such timesheet must be submitted to Human Resources at the end of each pay period in order to ensure timely payment. For assignments spanning more than one pay period, a separate timesheet will be required for each pay period. Taxes will automatically be withheld from each payment.

Consultant's Name: _____

Department Name: _____

Prepared by: _____ **Ext.** _____

Employee ID:		Position Number:	
Pay Period (month/year):		Daily Rate:	

Date	Days Worked	Date	Days Worked	Date	Days Worked
31		11		22	
1		12		23	
2		13		24	
3		14		25	
4		15		26	
5		16		27	
6		17		28	
7		18		29	
8		19		30	
9		20		31	
10		21		1	

Total Days: _____

I certify that I have worked the days recorded on this voucher.

Consultant: _____ **Date:** _____
Print Name Signature

I authorize the period worked by this employee and have personal knowledge of the accuracy of the time to which he/she has certified.

Supervisor: _____ **Date:** _____
Print Name Signature

Appropriate Administrator: _____ **Date:** _____
Print Name Signature