

**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 activity log sheet is true and correct. I understand that purposely providing false information or failing to disclose correct information may result in delay or denial of my compensation.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

