POLICY TITLE:	District Purchasing – <u>Time and Effort</u>	POLICY NO:
	Form	D803.30F
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Time and Effort Documentation

Reporting Period:

<u>Cost Objective</u> (Program Activity)	<u>Fund Code or</u> <u>Program Function</u> <u>Code</u>	Program	Distribution of Time (Percentage of Hours)

I hereby certify this report is an accurate representation of the total activity expended during the period indicated.

Service Provider Signature:	Date:

Reviewed by District:	Date:	