

Measure Z - Invoice

Eureka Police Department
Brittany Powell- Administrative Technician II
604 C Street, Eureka, CA 95501
(707) 441-4388

Invoice Date: 1/29/2016

Invoice # MZ- _____ 0

Invoice Period: Oct. - Dec. 2015

Description	Cost	Total Amount Due
Personnel Costs		
	\$48,774.11	
Operational		
	\$0.00	
Consumables/Su		
	\$0.00	
Transportation/Tr		
	\$6,066.35	
Other (Indirect		
	\$0.00	
		\$54,840.46

I certify that the information provided above is, to the best of my knowledge, complete and accurate; the expenditures are in accordance with the approved Agreement cited for services provided under the provision of that agreement. Full justification and backup records for the expenditures are maintained in our office at the address indicated.

Signature and date: _____

Print Name and Title: _____

Send invoice to:

COUNTY OF HUMBOLDT
 County Administrative Office



_____ Date

825 Fifth Street, Room 112
Eureka Ca 95501



(707) 445-7266

Date

Budget
Agency Name

Invoice Date: 1/29/16

Invoice # MZ- _____

Invoice Period: Oct. - Dec. 2015

Descriptions	Amounts	Approved Budget	Remaining Balance
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A. Personnel Costs

Title: Homeless Liaison, Pamlyn Millsap Salary and Benefits Calculation: \$19.419 per hour x 48 hours= \$932.11	932.11		
Duties Description: Assists officers with homeless issues and with MIST			
Title: Reserve Police Officer, Neil Hubbard Salary and Benefits Calculation: \$29.735 per hour x 271 hours= \$8,058.19	8,058.19		
Duties Description: Assigned to work with homeless issues and MIST			
Title: Police Officer Salary and Benefits Calculation: \$46.459 per hour average x 203.25 hours= \$9,442.79	9,442.79		
Duties Description: Misc. police officers working on MIST overtime			
Title: Reserve Police Officer, Ron Prose Salary and Benefits Calculation: \$31.22 per hour x 203 hours= \$6,337.66	6,337.66		
Duties Description: Assigned to work with homeless issues and MIST			
Title: Police Officer, Wayne Rabang Salary and Benefits Calculation: \$50.007 per hour (including benefits) x 480 hours= \$ 24,003.36	24,003.36		
Duties Description: Full time officer assigned to work homeless issues and with MIST			

Total Personnel: 48,774.11

B. Operational Costs (Rent, Utilities, Phones, etc.)

Title:			
Description:			
Title:			
Description:			
Title:			
Description:			
Title:			
Description:			

Total Operating Costs: 0 0 0

C. Consumables/Supplies (Supplies and Consumables should be separate)

Title:			
Description:			

Budget
Agency Name

Invoice Date: 1/29/16

Invoice # MZ- _____

Invoice Period: Oct. - Dec. 2015

Descriptions	Amounts	Approved Budget	Remaining Balance
Title:			
Description:			
Title:			
Description:			
Title:			
Description:			

Total Consumable/Supplies: 0 0 0

D. Transportation/Travel (Local and Out-of-County should be separate)

Title: Problem Oriented Policing Conference in Portland, OR			
Description: Regristration and travel for 6 employees to attend conference	6066.35		
Title:			
Description:			
Title:			
Description:			

Total Transporation/Travel Costs: 6066.35 0 0

E. Fixed Assets

Title:			
Description:			
Title:			
Description:			

Total Other Costs: 0 0 0

Invoice Total: 54,840.46

Notes on using the invoice template

We prefer this form over others but other invoice formats may be used as long as all requested information is provided

- 2 Be sure to sign the invoice. Electronic submissions still need signatures.
- 3 Invoices may be submitted electronically to cao@co.humboldt.ca.us
- 4 All invoice categories and items should match the approved project budget
- 5 Do not submit receipts, bills or other documentation with invoices, but do keep those for your records
- 6 Invoices can be submitted at any time but should not be submitted more frequently than monthly

The invoice worksheet has been created to assist in the completion of the invoice. The worksheet will self populate the invoice except on highlighted cells. The worksheet is a tool to use to insure that all expenditures are accurately represented.

Notes on using the invoice template

In an effort to help the invoicing process be as simplified as possible the County Administrative Office has provided the attached invoice and worksheet. These documents are also available electronically and will self populate from the worksheet to the invoice. In addition below we have provided a few reminders when submitting the invoice.

- * While we prefer that the provided attached invoice and worksheet, other formats may be used as long as it contains all the same information.
- * Be sure to sign the invoice. Electronic submissions still need signatures.
- * Invoices may be submitted electronically to; cao@co.humboldt.ca.us.
- * All invoice categories and items should match the approved project budget.
- * Receipts, bills or other documentation for expenses invoiced are not required to be submitted with the invoice, however they are required to be accessible upon requested. Please be sure to keep them.