

**Kamiah Joint District #304**

**FINANCIAL MANAGEMENT**

**7235F2**

Personnel Activity Report

LEA Name: \_\_\_\_\_ For the Month of: \_\_\_\_\_

Employee: \_\_\_\_\_ Year: \_\_\_\_\_

Position: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Cost Objective or Program Activity	Grant – Fund Code	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	Total	%
Leave Time																			
TOTAL																			

Cost Objective or Program Activity	Grant – Fund Code	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Total	%
Leave Time																		
TOTAL																		

I certify that the hours reported above are a true representation of work performed.

Employee signature: \_\_\_\_\_

Date: \_\_\_\_\_

Immediate Supervisor signature: \_\_\_\_\_

Date: \_\_\_\_\_