VOLUNTEER MONTHLY REPORT

WASHINGTON STATE UNIVERSITY HUMAN RESOURCE SERVICES PULLMAN, WA 99164-1014 509-335-4521

By the 15th of each month, the supervising department is responsible for submitting this completed form to Human Resource Services to report volunteer activity for the previous month. Payroll Services uses this information to assess the quarterly workers' compensation premium due from the department for each volunteer. Human Resource Services uses this information to provide documentation in the event of a workers' compensation claim filed by a department volunteer.

Additional documentation is required for volunteers under 18 years of age. See 60.81 for information concerning the University's volunteer policy and procedures.

MONTH/YEAR	DEPARTMENT				ACCOU	ACCOUNT CODE (BUDGET/PROJECT)	
EXPENDITURE AUTHORITY NAME			TELEPHONE		E-MAIL	E-MAIL ADDRESS	
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VOLUNTEER NAME		DATES/TIMES	TOTAL HOURS	DESCRIPTION OF SERVICE PROVIDED		SUPERVISOR NAME	
TOTAL VOLUNTEER HOURS						WSU1418-BENPAY002-1004	
EXPENDITURE AUTHOR	JRE			DATE			

Submit completed and signed Volunteer Monthly Report to Human Resource Services; mail code 1014; by the 15th of the month following activity.

Revised 10-04 60.81.7