# 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 BPPM 60.81 for information concerning the University's volunteer policy and procedures.

| MONTH/YEAR | DEPARTMENT | TELEPHONE | E-MAIL |
|---|---|---|---|
| | | | |

| PROJECT | PROGRAM | GIFT | GRANT |
|---|---|---|---|
| | | | |
| COST CENTER | FUND | FUNCTION | REGION |
| | | | |

EXPENDITURE AUTHORITY NAME

EXPENDITURE AUTHORITY SIGNATURE

DATE

| VOLUNTEER NAME | DATES/TIMES | TOTAL HOURS | DESCRIPTION OF SERVICE PROVIDED | SUPERVISOR NAME |
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TOTAL VOLUNTEER HOURS 0.00

WSU1418-HRS002-0221

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