

			6 Requirements of Time & Effort Distribution Records	
Content Area:			1. Supported by internal controls	
			2. Incorporated into the official record	
Date:			3. Reasonably reflect activity in which an employee is paid	
Location:			4. Encompass all activities	
Brief Description/Cost Objective:			5. Comply with established accounting practices	
			6. Support distribution among specific activities or cost objectives	
Time of Workshop	AM to	AM	PM to	PM

[illegible]

