ATTACHMENT 1

Baltimore County Government

Daily Vendor Sign In Sheet

Date: _____

Agency: Property Management

Project: _____

DO#: _____

Contractor/Vendor: _____

				Hours Worked	
Name:	Company *(/ sub-contractor)*:	Time-In	Time-Out	Mechanic	Apprentice
			Total Hours:	0	0

Materials Used: (Note: Attach material receipts to this report)

1 . _____

2 . _____

3 . _____

4 . _____

5 . _____

_____

Signature: *Agency Representative:*

Use back of sheet if more space is required. Back of sheet will also require representative's signature.