

VENDOR NO.		A/C
44	D	

DEMAND
on the Treasury of the
COUNTY OF CONTRA COSTA
STATE OF CALIFORNIA

Made by: _____ DATE _____

_____ (Last) _____ (First)

Address _____

City, State _____ Zip Code _____

Contract # _____

For the sum of _____ Dollars \$ _____

As itemized below:

DATE	DESCRIPTION	AMOUNT
July 2012	Personnel	
	Taxes & Fringe benefits	
	TOTAL PERSONNEL & FRINGE BENEFITS	
	Other Costs	
	TOTAL	
		\$0.00

The undersigned, under the penalty of perjury states: That the above claim and the items as therein set out are true and correct, that no part thereof has been heretofore paid, and that the amount therein is justly due, and that the same is presented within one year after the last item thereof has accrued.

Signed _____

VENDOR NO.

Received, Accepted and Expenditure Authorized:

(Department Head or Chief Deputy)

SUM NO.	INV. DATE	DESCRIPTION	FUND/ORG.	ACCOUNT	ENCUMBRANCE NO.	P/C	PAYMENT AMT
				TASK	OPTION	ACTIVITY	DISCOUNT AMT
							\$
SUM NO.	INV. DATE	DESCRIPTION	FUND/ORG.	ACCOUNT	ENCUMBRANCE NO.	P/C	PAYMENT AMT
				TASK	OPTION	ACTIVITY	DISCOUNT AMT
							\$
SUM NO.	INV. DATE	DESCRIPTION	FUND/ORG.	ACCOUNT	ENCUMBRANCE NO.	P/C	PAYMENT AMT
				TASK	OPTION	ACTIVITY	DISCOUNT AMT
							\$
SUM NO.	INV. DATE	DESCRIPTION	FUND/ORG.	ACCOUNT	ENCUMBRANCE NO.	P/C	PAYMENT AMT
				TASK	OPTION	ACTIVITY	DISCOUNT AMT
							\$

INSTRUCTION TO CLAIMANTS

All claims against the county must be itemized, giving dates and character of service rendered or work performed, quantities, description and unit price of articles furnished or delivered.

The verification statement immediately below the itemization space on this form must be signed by the claimant. If the claimant is not a natural person the signature must be that of the person making the claim, followed by the title which indicates his connection with the claimant. Each claim must be approved by the county officer or department head who ordered the delivery of material or performance of service covered by the claim before filing with the county auditor-controller for allowance.

County Auditor-Controller
Finance Building
Martinez, California