

Monthly Time Sheet

Hardeman County Schools

10815 Old Hwy 64
P.O. Box 112
Bolivar, TN 38008

School: _____
Webmaster: _____
Webmaster e-mail: _____

Month ending _____

Month	Dates worked	Hours worked on website per week	Description of work
Week One			
Week Two			
Week Three			
Week Four			
Week Five			
		Total hours	

Webmaster signature Date

Principal Signature Date

Coordinator of Information Technology Date

Note: Please e-mail hcochelpdesk@k12tn.net of changes made to website.