Pepperdine University Payroll Based Audit Form

Student Information							
	Name:						
	Email:		Pho	one:			
Enro	ollment Level:	Description of Operations:					
	Freshman						
	Sophomore						
	Junior						
	Senior	insurance for cas	r providing Worker t and crew who wil projects for course	be helping with			
	Graduate 1 st Yr.	then student min	projects for course	creatt.			
	Graduate 2 nd Yr.						
	Graduate 3rd Yr.						
		Course Info	rmation				
Cou	urse Number:	Course Title:					
		Project Info	rmation				
P	roject Title:						
		Start Date:	End Date:	Total # of Shoot Days			
Pr	oject Dates:						
		Payroll Infor	mation				
Section 1: Paid Workers Section 2: Volunteer Workers Total Audited F							
Tota	al Wages Paid	Total Number Of Volunteer Workers	Total Number Of Volunteer Days Work	(Leave Blank)			
\$				\$			
Please acc	Please accept this as my authorization to released detailed audit worksheets to my insurance						

agent. Signed: Date: This is a breakdown of the workers that were PAID to help with your project. This section will categorize the company or individual you hired to help with your project, as well as the duties they performed, the dates they worked, and the amount they were paid. This section is a summary of wages for labor, NOT a summary of costs for equipment or location rentals. For this section, only include individuals that received wages. DO NOT INCLUDE individuals that were unpaid or were volunteers. Print and use additional pages if necessary.

State	Company's Name	Individual's Name	Description of Duties	Date(s) Worked	Total Wages
					\$
					\$
					\$
					\$
					\$
					\$
					\$

PAID WORKERS (Continued)

State	Company's Name	Individual's Name	Description of Duties	Date(s) Worked	Total Wages
					\$
					\$
					\$
					\$
					\$
					\$
					\$
					\$

PAID WORKERS (Continued)

State	Company's Name	Individual's Name	Description of Duties	Date(s) Worked	Total Wages
					\$
					\$
					\$
					\$
					\$
					\$
					\$
					\$

NON-PEPPERDINE VOLUNTEER WORKERS

This is a breakdown of the total number of individuals who worked on your project but were not paid any wages (such as an actor being provided a "copy, credit, and meal"). This section will categorize the company or individual that volunteered to help with your project, as well as the duties they performed and the dates they worked. For this section, DO NOT INCLUDE Pepperdine students who helped on the project. This is for Non-Pepperdine University volunteers only. Print and use additional pages if necessary.

State	Company's Name	Individual's Name	Description of Duties	Date(s) Worked	Total Number of Day(s) Worked

NON-PEPPERDINE VOLUNTEERS (Continued)

State	Company's Name	Individual's Name	Description of Duties	Date(s) Worked	Total Number of Day(s) Worked

NON-PEPPERDINE VOLUNTEERS (Continued)

State	Company's Name	Individual's Name	Description of Duties	Date(s) Worked	Total Number of Day(s) Worked