NONRECURRING CHARGE COST JUSTIFICATION

Type of Charge: Return Check Payment Process

1. Field Expense:

   A. Materials (Itemize)

   _____ $_____
   _____ _____
   _____ _____

   B. Labor (Time and Wage)

   _____ _____

   Total Field Expense **$** 0.00

2. Clerical and Office Expense

   A. Supplies $_____

   B. Labor 31.01

   Total Clerical and Office Expense **$** 31.01

3. Miscellaneous Expense

   A. Transportation $_____

   B. Other (Itemize)

   Bank Fee 7.00
   _____ _____
   _____ _____

   Total Miscellaneous Expense **$** 7.00

Total Nonrecurring Charge Expense **$** 38.01

USE THIS AMOUNT $ **25.00**