

Example #1 - Microsoft Excel



2024 MPRB Sport Officials Invoice

Invoice Date: 1.12.2024

Enter Your Information Here	
Name:	John Doe
Vendor ID:	12345
Address:	2117 West River Road
City:	Minneapolis
State:	MN
Zip:	55411
Phone:	612-230-6400
Email:	info@minneapolisparcs.org

Invoice #: 01122024
 Officiated Dates: 01.01.2024-01.11.2024



Date	Sport	# Of Games	Location	Role	Pay Rate	Extra Pay (If applicable)	Coding (internal use only)	Total Per Sport	Notes
1/2	Youth - Basketball	5.00	Nokomis	Official	\$ 28.00	\$ 50.00	11500-7106122-710RS14-513012	\$ 190.00	Extra \$50 bonus for working 5 games in one day.
1/4	Adult - Broomball	3.00	Logan	Official	\$ 41.00		11500-7106121-710RS16-513012	\$ 123.00	Extra \$60 bonus for working 6 games in one day.
1/5	Adult - Basketball Scorekeeper - SK6	5.00	Northeast	Adult Scorekeeper	\$ 20.00		11500-7106121-710RS13-513012	\$ 100.00	
1/8	Adult - Volleyball	6.00	MLK	Official	\$ 30.00	\$ 60.00	11500-7106121-710RS34-513012	\$ 240.00	
1/10	Adult - Basketball	4.00	Central	Official	\$ 28.00	\$ 28.00	11500-7106121-710RS13-513012	\$ 140.00	Extra \$28 for working two games solo (time and a half).
1/11	Adult - Pond Hockey	2.00	Kenny	Official	\$ 27.00		11500-7106121-710RS47-513012	\$ 54.00	

Officials Payroll Calendar	Total Amount Due	\$ 847.00
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Example #2 - Microsoft Word



2024 MPRB Sports Invoice

Pay Period:	01.01.2024 – 01.11.2024
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Pay Period Dates Located on Page 2

Name:	John Doe
Vendor ID	12345
Address:	2117 West River Road
City:	Minneapolis
State:	MN
Zip:	55411
Phone:	612-230-6400
Email:	info@minneapolisparcs.org

Date	Sport	# Of Games	Location	Role	Pay Rate	Extra Pay (If applicable)	Total Per Sport
1/2/2024	Youth - Basketball	5	Nokomis	Official	\$28	\$50	\$190
1/4/2024	Adult - Broomball	3	Logan	Official	\$41		\$123
1/5/2024	Adult - Basketball Scorekeeper - SK6	5	Northeast	Adult Scorekeeper	\$20		\$100
1/8/2024	Adult - Volleyball	6	MLK	Official	\$30	\$60	\$240

Date	Sport	# Of Games	Location	Role	Pay Rate	Extra Pay (If applicable)	Total Per Sport
1/10/2024	Adult - Basketball	4	Central	Official	\$28	\$28	\$140
1/11/2024	Adult - Pond Hockey	2	Kenny	Official	\$27		\$54
							Total Amount Due: \$847

Notes:
 1/2/2024 – Extra \$50 bonus for working 5 games in one day.
 1/8/2024 – Extra \$60 bonus for working 6 games in one day.
 1/10/2024 – Extra \$28 for working two games solo (time and a half).

Official Payroll Dates	
Services Through: 01/01/2024-01/11/2024 - Due Date: 01/12/2024	Services Through: 06/28/2024-07/11/2024 - Due Date: 07/12/2024
Services Through: 01/12/2024-01/25/2024 - Due Date: 01/26/2024	Services Through: 07/12/2024-07/25/2024 - Due Date: 07/26/2024
Services Through: 01/26/2024-02/08/2024 - Due Date: 02/09/2024	Services Through: 07/26/2024-08/08/2024 - Due Date: 08/09/2024
Services Through: 02/09/2024-02/22/2024 - Due Date: 02/23/2024	Services Through: 08/09/2024-08/22/2024 - Due Date: 08/23/2024
Services Through: 02/23/2024-03/07/2024 - Due Date: 03/08/2024	Services Through: 08/23/2024-09/05/2024 - Due Date: 09/06/2024
Services Through: 03/08/2024-03/21/2024 - Due Date: 03/22/2024	Services Through: 09/06/2024-09/19/2024 - Due Date: 09/20/2024
Services Through: 03/22/2024-04/04/2024 - Due Date: 04/05/2024	Services Through: 09/20/2024-10/03/2024 - Due Date: 10/04/2024
Services Through: 04/05/2024-04/18/2024 - Due Date: 04/19/2024	Services Through: 10/04/2024-10/17/2024 - Due Date: 10/18/2024
Services Through: 04/19/2024-05/02/2024 - Due Date: 05/03/2024	Services Through: 10/18/2024-10/31/2024 - Due Date: 11/01/2024
Services Through: 05/03/2024-05/16/2024 - Due Date: 05/17/2024	Services Through: 11/01/2024-11/14/2024 - Due Date: 11/15/2024
Services Through: 05/17/2024-05/30/2024 - Due Date: 05/31/2024	Services Through: 11/15/2024-11/28/2024 - Due Date: 11/29/2024
Services Through: 05/31/2024-06/13/2024 - Due Date: 06/14/2024	Services Through: 11/29/2024-12/12/2024 - Due Date: 12/13/2024
Services Through: 06/14/2024-06/27/2024 - Due Date: 06/28/2024	Services Through: 12/13/2024-12/30/2024 - Due Date: 12/31/2024