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| **C:\Users\taylormosolf\Desktop\TM\IDC\Letterhead and Logos\Logo Files (Thanks to USTAR)\Small Logo (.75IN or Less)\Color\IDC_Logo_Small_Color.jpgSTATE OF UTAH** **Indigent Defense Commission**  370 East South Temple, Suite 500  Salt Lake City, Utah 84111 (801) 531-9043 – [IDC@Utah.Gov](mailto:IDC@Utah.Gov) |
| **Payee Tracking Sheet** |
| Complete the following tracking sheet to indicate grant funded and match indigent defense expenditures for the quarter. All expenditures on this sheet should be related to contract payments, reserve funds, travel, attorney training, or other indigent defense expenses. Once complete, upload this tracking sheet into GMS with verification of the expense and payment (vendor invoice and payment check stub/receipt) for quarterly reporting purposes and IDC grant reimbursement. |

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| **Payee** | **Date Paid** | **Amount** | **Vendor Invoice Number** | **Payment Check Number** | **Contact Attorney** | **Case Number** | **Expense Category** | **Purpose/Type** | **Total** |
| Vendor Name 1 | 01/01/2019 | $10 | 001 | 100 | Doe Esq., Jane |  | Contract Services | Contract Payment | $10 |
| Vendor Name 2 | 01/01/2019 | $10 | 001 | 101 |  | 19-120 | Training | CLE Jan 2019 | $10 |
| Vendor Name 2 | 01/01/2019 | $10 | 002 | 101 |  | 19-121 | Reserve Funds | Investigator | $10 |
| Vendor Name 3 | 01/01/2019 | $10 | 001 | 102 |  | 19-123 | Conflict | Hourly conflicts | $10 |
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