City of Los Angeles - Office of the City Clerk
Neighborhood Council Funding Program
Encumbrance Request Form - Fiscal Year 2019-2020

Neighborhood Council: Tarzana Neighborhood Council

To encumber NC funds, please provide the following information and follow the instructions below:

Vendor Name	Purpose of the encumbered funds	Amount
1. Tarzana Elementary School	NPG-IXL Learning for site license for Math & ELA for grades PK-5	$ 3,825.00
2. Portola Charter Middle School	NPG-3 Dell OptiPlex computers to replace existing 1990's age computers in Library	$ 2,202.34
3. WH-Tarzana Community Benefit Foundation	NPG- for "Freestanding Portable Partition" for Tarzana Recreation Center summer camp to provide additional space for social distancing of students.	$ 2,179.52
4. Southern California Preparedness Foundation	NPG-Support of the 13th Annual Valley Disaster Preparedness Fair	$ 1,000.00
5. The Web Corner, Inc.	Contract for development of new NC web site.	$ 2,000.00
6. Gold Metropolitan Media	Contract for City Light Pole Banner Design, Installation and Maintenance Services	$ 10,905.38
7.		
8.		
9.		
10.		
	Total	$ 22,112.24

BOARD AFFIRMATION:
THE NC BOARD AFFIRMS THAT SERVICES/PROJECTS RELATED TO THE ENCUMBRANCES LISTED ABOVE ARE INTENDED TO BE IN PLACE THIS CURRENT FISCAL YEAR OR HAVE BEEN AGREED UPON WITH THE VENDOR TO BEGIN WITHIN A REASONABLE TIME PERIOD DEPENDING ON COVID-19 PUBLIC HEALTH CIRCUMSTANCES.

Harvey Goldberg		
NC President or Treasurer Name	Signature	Date

Instructions:
No later than Tuesday, June 30, 2020, please submit the following via email to Clerk.NCFunding@lacity.org:

1. Encumbrance Request Form, completed and signed
2. Payment request document from vendors listed, i.e., invoice, estimate, completed NPG application, etc.
3. The Board Action Certification (BAC) Form approving the Encumbrance Request Form