EMPOWER LA
Department of NEIGHBORHOOD EMPOWERMENT

CITY OF LOS ANGELES - NEIGHBORHOOD COUNCIL FUNDING PROGRAM

PURCHASE CARD QUARTERLY RECONCILIATION FORM

CRD

Instructions: This form is for **Purchase Card Transactions ONLY**. Please list each transcation **CHRONOLOGICALLY. ORIGINAL RECEIPTS AND INVOICES** pertaining to this quarterly report must be attached (please paste them onto an 8 1/2 X11 sheet of paper and attach to this form). If there were no transactions in the quarter, write "NONE." **BOTH the Treasurer and 2nd Signatory MUST sign this form.**

NC NAME: Tarzana Neighborhood Council #1072 | Last 4 digits of P-Card Account #: 9745

TREASURER NAME: (PRINT)	TREASURER E-MAIL	TREASURER PHONE NUMBER	Quarter Ending:	Fiscal Year:
Evan Levi	evanelevi@gmail.com	818-974-9693	☐ Sept. ☑ Dec. ☐ March ☐ June	2012-13

Date Of Purchase	VENDOR NAME	ITEM DESCRIPTION	BUDGET LINE ITEM	BUDGET CODE	TRANSACTION NUMBER	TOTAL
10/02/12	Fast Signs	Election	ELE	200	2012-1	$288.19
10/3/12	C&M Printing	Election	ELE	200	2012-2	$32.12
10/3/12	Office Depot	Treasurers Expense	MEE	200	2012-3	$0.55
10/4/12	TCCC	Stamp Day/Cleaning Fee	EVE	200	2012-4	$250.00
10/5/12	Minuteman Printing	Tarzana Crossing Brochures	MIS	1010	2012-5	$373.93
10/8/12	Net Atlantic	Mailing List Maintenance	WEB	200	2012-6	$20.00
10/15/12	Encino Chamber	Taste of Encino	EVE	200	2012-7	$150.00
10/15/12	Skype	Telephone	OFF	100	2012-8	$60.00
10/17/12	The Web Corner	Website Maintenance	WEB	200	2012-9	$150.00
		TOTAL PURCHASES THIS QUARTER				$1,324.79

I, the TREASURER affirm that the items listed above were approved by the governing board of the above listed Neighborhood Council and comply with all policies and procedures set forth by the Department of Neighborhood Empowerment. I furhter affirm that all appropriate documentation is attached verifying the materials purchased, nature of the service(s); including identification of the company or vendor, the total cost and the original receipt(s).

I, designated second signatory, affirm that I have verified the above listed items/services and that they were approved by the governing board of the above named Neighborhood Council. The items listed above are for express purpose of furthering the Neighborhood Council's representation within its community and are in compliance with the policies and procedures fet forth by the Department of Neighborhood Empowerment.

Neighborhood Council Treasurer **DATE** **NC Designated 2nd Signatory (Board Member)** **DATE**

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