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
5/21/13	Smart & Final	Meeting Expense	MEE	200	2013-1	$34.34
5/28/13	Smart & Final	President's/Meeting Expense	MEE	200	2013-2	$62.80
5/31/13	Office Depot	Business Cards	ADV	200	2013-3	$65.38
5/31/13	Michaels	Earth Day Supplies	EVE	200	2013-4	$251.09
6/4/13	World's Greatest Promo	Earth Day Supplies	EVE	200	2013-5	$97.63
6/4/13	Net Atlantic	Mailing List Maintenance	WEB	200	2013-6	$45.00
6/7/13	Valley Cultural Center	Concerts in the Park	EVE	200	2013-7	$750.00
6/8/13	MIchaels	Earth Day Supplies	EVE	200	2013-8	$235.33
6/7/13	Marco Promo Items	Promo Items	OUT	200	2013-9	$1,999.25
6/10/13	B&H Photo	Equipment- Mikes-partial order	OFF	100	2013-10	$513.03
		TOTAL PURCHASES THIS QUARTER				$4,053.85

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**

rev 080411