

## CITY OF LOS ANGELES - NEIGHBORHOOD COUNCIL FUNDING PROGRAM STORED VALUE CARD USE AND PAYMENT RECORD

REPORT PERIOD 4-1-03 to 6-30-03		NAME OF NEIGHBORHOOD COUNCIL Greater Toluca Lake NC			CARD ACCOUNT NUMBER		TREASURER John Adair	
INSTRUCTIONS: Use this form to document purchases using the Commercial Prepaid Card. Immediately after completing a transaction, post the requested information to this form. SAVE ALL RECEIPTS. They should be placed inside an envelope for audit purposes. This form should be used for reconciling the monthly online statement with the transactions for the stated activity period.					TREASURER TELEPHONE NUMBER		PAGE NUMBER: 1. TOTAL NUMBER OF PAGES 2. INCLUDED IN THIS MONTHLY REPORT:	
					EMAIL (OPTIONAL)			
DATE OF PURCHASE	COMPANY (VENDOR) NAME AND ADDRESS	ITEM DESCRIPTION AND PURPOSE OR REASON FOR PURCHASE	TOTAL \$ AMOUNT	Date Paid	Petty Cash Withdrawal	PAYMENT METHOD	STATEMENT VERIFIED BY	
April 23 2003	Bank of America	Petty Cash			500.00		✓	
		Council Expenses					MISC. IDENT. #	
April 23	Bank of America	ATM Fee	1.50	4-23		Card/Debit	✓	
							MISC. IDENT. #	
June 27 2002	Tolucan Times	Ad- part of outreach	100.00	4-23		Petty Cash	✓	
		Honey Baked Meeting					MISC. IDENT. #	
Dec. 5 2002	Franjeans Flag Specialties	3x5' Banner for GTLNC	119.08	4-29		Petty Cash	✓	
							MISC. IDENT. #	
Dec. 6 2002	Clayton Cook	200 Brochures	23.82	4-24		Petty Cash	✓	
		Honey Baked Meeting					MISC. IDENT. #	
Mar. 4 2003	Kinkos	Copies for Nancy Oppenheim	.26	4-29		Petty Cash	✓	
							MISC. IDENT. #	
May 21 2003	Office Depot	Office Supplies for Board Members	104.25	5-21		Card/Debit	✓	
							MISC. IDENT. #	
May 22 2003	Kinkos	Copies	10.39	5-22		Petty Cash	✓	
							MISC. IDENT. #	

I certify the purchase and receipt of the listed items using the Neighborhood Council Commercial paid Card. The items are necessary, are for Neighborhood Council use and have been purchased in compliance with the policies and procedures of the Department of Neighborhood Empowerment.

John Adair  
 CONCILED BY (Authorized signature):  
 DATE: 8-19-03

(2) I have audited and authorized these purchases. The items listed are for Neighborhood Council use only. Appropriate documentation is attached verifying the materials purchased, and identifying the company or vendor, the total cost and including all original receipts.

  
 APPROVED BY (Authorized signature):  
 DATE: 8-19-03