

**CITY OF LOS ANGELES - NEIGHBORHOOD COUNCIL FUNDING PROGRAM**

**COMMERCIAL PREPAID CARD QUARTERLY RECONCILIATION FORM**

**Instructions:** This form is for Commercial Prepaid Card Transactions **ONLY**. Please list each transaction **CHRONOLOGICALLY**. **SAVE ALL ORIGINAL RECEIPTS AND INVOICES** and submit them with this form. If no transactions occurred during this period please write "NONE". Complete **LOST RECEIPT AFFIDAVIT** when necessary. Please insure there are **TWO SIGNATURES** at the bottom of this form before final submission.

<b>NEIGHBORHOOD COUNCIL NAME:</b> Greater Toluca Lake NC		<b>Card Account number:</b>				
<b>TREASURER NAME:(PRINT)</b>	<b>TREASURER PHONE NUMBER</b>	<b>TREASURER E-MAIL</b>	<b>FOR QTR:</b> third <b>FY:</b> 2005-2006			
Peter Hartz	818-7	peter.hartz	<b>Beginning:</b> Jan-06 <b>Ending:</b> 4-Feb			
<b>Date Of Purchase</b>	<b>VENDOR NAME</b>	<b>ITEM DESCRIPTION</b>	<b>PURPOSE OF PURCHASE</b>	<b>BUDGET LINE ITEM</b>	<b>TRANSACTION NUMBER</b>	<b>TOTAL</b>
1/7/2006	Office Depot	office supplies	office supplies	admin		\$133.29
1/7/2006	USPS	stamps & insurance	office supplies	admin		\$10.10
1/7/2006	Fry's	cassette tapes	office supplies	admin		\$16.22
1/9/2006	Vio Software	software	for office	admin		\$582.84
1/10/2006	Vio Software	credit to card for return				-\$444.00
1/12/2006	Sav-on Drugs	office supplies	Orientation Meeting	admin		\$9.40
1/12/2006	Orchard Supply	office supplies	for office	admin		\$38.41
1/12/2006	Ralph's	Food & Beverage	Orientation Meeting	admin		\$13.60
1/12/2006	Ralph's	Food & Beverage	Orientation Meeting	admin		\$4.99
1/17/2006	Ralph's	Food & Beverage	Town Hall Meeting	outreach		\$117.00
1/17/2006	RiteAid	Food & Beverage	Town Hall Meeting	Public Safety		\$3.47
1/18/2006	B of A	cash withdrawal	petty cash	Admin		\$500.00
1/18/2006	Fry's	Software	office	admin		\$541.24
1/18/2006	Bob The Printer	Printing	Town Hall Meeting	Public Safety		\$77.94
1/20/2006	Bob The Printer	Printing	Town Hall Meeting	Public Safety		\$58.46
1/25/2006	Ralphs	Food & Beverage	January Meeting	outreach		\$22.34
1/25/2006	Costco	Food & Beverage	January Meeting	outreach		\$99.83
1/26/2006	SBC	Internet service	office internet connection	admin		\$52.45
1/26/2006	Office Depot	office supplies	office supplies	admin		\$60.04
1/26/2006	Office Depot	credit to card for return		admin		-\$8.65
1/26/2006	Office Depot	signs	council member name tags	admin		\$98.43
1/28/2006	Dragon Street	Food & Beverage	Orientation for new members	admin		\$183.50
2/4/2006	Vio Software	credit to card for return				-\$582.84
<b>BEGINNING COMMERCIAL PREPAID CARD BALANCE</b>						
<b>TOTAL UPLOADED THIS PERIOD</b>						
<b>TOTAL COMMERCIAL PREPAID CARD PAYOUTS THIS PERIOD</b>						\$1,588.06
<b>ENDING COMMERCIAL PREPAID CARD BALANCE</b>						-\$1,588.06

(1) I confirm and approve the purchase of the listed items and services using the Neighborhood Council Commercial Prepaid Card. Appropriate documentation is attached verifying the materials purchased, nature of service and identifying the company or vendor, the total cost and including original receipts.	(2) I have verified these purchases. The items listed are for Neighborhood Council use only. 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.
RECONCILED BY: <u>Peter Hartz</u> DATE: <u>5/3/06</u> Neighborhood Council Treasurer	APPROVED BY: <u>[Signature]</u> DATE: <u>5/3/06</u> Neighborhood Council Board Member