

Instructions: This form is for Purchase Card Transactions ONLY. Please list each transaction CHRONOLOGICALLY. ORIGINAL RECEIPTS AND INVOICES pertaining to this quarterly report must be attached (please paste them onto an 8 1/2 X 11 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: Downtown Los Angeles Neighborhood Council		Last 4 digits of P-Card Account #: 2800		Fiscal Year:	
TREASURER NAME: (PRINT) Scott Bytof		TREASURER E-MAIL scott.bytof@dlanc.com		TREASURER PHONE NUMBER 310-849-3203	
Date Of Purchase		VENDOR NAME		ITEM DESCRIPTION	
12/23/2011	LA Conservatin Corps	300	CIP	1-05-0917-000	\$162.00
1/16/2012	Ralphs Grocery	200	EVE	042954	\$132.43
2/17/2012	Home Depot	100	FAC	33544576	\$40.63
2/22/2012	Online Labels	300	CIP	2137574	\$25.91
2/17/2012	StackChairs4Less	100	OFF	025389	\$701.01
2/22/2012	Ralphs Grocery	200	EVE	025389	\$127.22
3/14/2012	Bovary and Butterfly	200	ADV		\$253.13
3/14/2012	Bovary and Butterfly	200	ADV	1147	\$408.00
3/16/2012	United States Postal Service	100	FAC	083756	\$181.00
TOTAL PURCHASES THIS QUARTER					\$2,031.33

<p>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 further 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).</p>	<p>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 set forth by the Department of Neighborhood Empowerment.</p>
Neighborhood Council Treasurer	NC Designated 2nd Signatory (Board Member)
DATE	DATE



U.S. BANCORP SERVICE CENTER
 P. O. Box 6343
 Fargo, ND 58125-6343

CITY OF LA - DONE

ACCOUNT NUMBER XXXX-XXXX-XXXX-2800
STATEMENT DATE 01-23-12
TOTAL ACTIVITY \$ 294.43

000015291 1 AT 0.374 106481439710589 P

SCOTT BYTOF
 DOWNTOWN LOS ANGELES NC
 330 W. 11TH STREET
 APT 309
 LOS ANGELES CA 90015-2231

"MEMO STATEMENT ONLY"
 DO NOT REMIT PAYMENT

NEW ACCOUNT ACTIVITY

POST DATE	TRAN DATE	TRANSACTION DESCRIPTION	REFERENCE NUMBER	MCC	AMOUNT
12-26	12-23	L A CONSERVATION CORP 213-3629000 CA PUR ID: 306 TAX: 0.00	24755421357263574056782	8398	162.00
01-18	01-16	RALPHS #0022 LOS ANGELES CA PUR ID: TAX: 1.89	24445712017300128837703	5411	132.43

Default Accounting Code:

CUSTOMER SERVICE CALL 800-344-5696	ACCOUNT NUMBER XXXX-XXXX-XXXX-2800		ACCOUNT SUMMARY	
	STATEMENT DATE 01-23-12	DISPUTED AMOUNT \$.00	PREVIOUS BALANCE	\$.00
SEND BILLING INQUIRIES TO: C/O U.S. BANCORP SERVICE CENTER, INC U.S. BANK NATIONAL ASSOCIATION ND P.O. BOX 6335 FARGO, ND 58125-6335	AMOUNT DUE \$ 0.00 DO NOT REMIT		PURCHASES & OTHER CHARGES	\$294.43
			CASH ADVANCES	\$.00
			CASH ADVANCE FEE	\$.00
			CREDITS	\$.00
			TOTAL ACTIVITY	\$294.43



CITY OF LA - DONE

U.S. BANCORP SERVICE CENTER
P. O. Box 6343
Fargo, ND 58125-6343

ACCOUNT NUMBER XXXX-XXXX-XXXX-2800

STATEMENT DATE 02-21-12

TOTAL ACTIVITY \$ 40.63



000001944 1 MB 0.404 106481481199409 P

"MEMO STATEMENT ONLY"
DO NOT REMIT PAYMENT

SCOTT BYTOF
DOWTOWN LOS ANGELES NC
330 W. 11TH STREET
APT 309
LOS ANGELES CA 90015-2231

NEW ACCOUNT ACTIVITY

POST DATE	TRAN DATE	TRANSACTION DESCRIPTION	REFERENCE NUMBER	MCC	AMOUNT
02-20	02-17	HOMEDEPOT.COM 800-430-3376 CA PUR ID: 12345 TAX: 2.62	24610432049010181656330	5200	40.63

Default Accounting Code:

CUSTOMER SERVICE CALL 800-344-5696	ACCOUNT NUMBER XXXX-XXXX-XXXX-2800		ACCOUNT SUMMARY	
	STATEMENT DATE 02-21-12	DISPUTED AMOUNT \$.00	PREVIOUS BALANCE \$.00	
SEND BILLING INQUIRIES TO: C/O U.S. BANCORP SERVICE CENTER, INC U.S. BANK NATIONAL ASSOCIATION ND P.O. BOX 6335 FARGO, ND 58125-6335	AMOUNT DUE \$ 0.00 DO NOT REMIT		PURCHASES & OTHER CHARGES \$40.63	
			CASH ADVANCES \$.00	
			CASH ADVANCE FEE \$.00	
			CREDITS \$.00	
			TOTAL ACTIVITY \$40.63	



U.S. BANCORP SERVICE CENTER
 P. O. Box 6343
 Fargo, ND 58125-6343



CITY OF LA - DONE

ACCOUNT NUMBER XXXX-XXXX-XXXX-2800
STATEMENT DATE 03-21-12
TOTAL ACTIVITY \$ 1,696.27

000002130 1 MB 0.404 106481524385529 P

SCOTT BYTOF
 DOWNTOWN LOS ANGELES NC
 330 W. 11TH STREET
 APT 309
 LOS ANGELES CA 90015-2231

"MEMO STATEMENT ONLY"
 DO NOT REMIT PAYMENT

NEW ACCOUNT ACTIVITY

POST DATE	TRAN DATE	TRANSACTION DESCRIPTION	REFERENCE NUMBER	MCC	AMOUNT
02-23	02-22	ONLINE LABELS 888-575-2235 FL PUR ID: 2137574 TAX: 0.00	24210732054207866402456	2741	25.91
02-23	02-21	STACK FOLD CHURCH4LESS 866-2603183 GA PUR ID: 991940190WTO9MYQOLC2X TAX: 0.00	24301372053118000100235	5021	701.01
02-23	02-22	RALPHS #0022 LOS ANGELES CA PUR ID: TAX: 3.60	24445712053300133070683	5411	127.22
03-14	03-13	BOVARY AND BUTTERFLY LLC LOS ANGELES CA PUR ID: TAX: 0.00	24755422073150739558607	5943	253.13
03-14	03-13	BOVARY AND BUTTERFLY LLC LOS ANGELES CA PUR ID: TAX: 0.00	24755422073150739558615	5943	408.00
03-19	03-16	USPS 05450200532003014 LOS ANGELES CA PUR ID: 577 TAX: 0.00	24164072076418210135772	9402	181.00

Default Accounting Code:

CUSTOMER SERVICE CALL 800-344-5696	ACCOUNT NUMBER XXXX-XXXX-XXXX-2800		ACCOUNT SUMMARY	
	STATEMENT DATE 03-21-12	DISPUTED AMOUNT \$.00	PREVIOUS BALANCE \$.00	
SEND BILLING INQUIRIES TO: C/O U.S. BANCORP SERVICE CENTER, INC U.S. BANK NATIONAL ASSOCIATION ND P.O. BOX 6335 FARGO, ND 58125-6335	AMOUNT DUE \$ 0.00 DO NOT REMIT		PURCHASES & OTHER CHARGES \$1,696.27	
			CASH ADVANCES \$.00	
			CASH ADVANCE FEE \$.00	
			CREDITS \$.00	
			TOTAL ACTIVITY \$1,696.27	