

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)		TREASURER PHONE NUMBER		Fiscal Year:		
Scott Bytof		310-849-3203		2011-2012		
TREASURER E-MAIL		BUDGET LINE ITEM		BUDGET CODE		
scott.bytof@dianc.com		200		ADV		
Date Of Purchase	VENDOR NAME	ITEM DESCRIPTION	BUDGET LINE ITEM	BUDGET CODE	TRANSACTION NUMBER	TOTAL
3/21/12	MulTee	DLANC Promotional Polo Shirts	200	ADV	3758-8459-4777-0471	\$395.93
3/20/12	Idie Printing	DLANC Banner for event recognition	200	ADV	11334	\$97.88
3/23/12	LA Shopping Room	DLANC Promotion T-Shirts for event staff	200	ADV	la30312	\$1,000.00
3/26/2012	Bovary and Butterfly	DLANC Promotional Items (Window Decals) see 3/14/12	200	ADV	see 1147	\$494.01
3/23/2012	Wooly Pockets	Pershing Square Gardening Project	300	CIP	100005710	\$1,471.76
4/3/2012	Bovary and Butterfly	DLANC Promotional Items	200	ADV		\$967.94
4/14/2012	99 Cents Only Store	Refreshments for San Julian Park Spring Event	300	CIP	070916	\$215.43
4/17/2012	Indie Printing	DLANC Banners for event recognition	200	ADV	11568	\$489.38
4/26/2012	America'sPrinter.com	Historic Downtown Map Re-printing	300	CIP	970915	\$950.78
5/31/2012	Printco Direct	Deposit for printing Skid Row Community Directory of Service Map	300	CIP	121PCD-413	\$900.00
TOTAL PURCHASES THIS QUARTER						\$6,983.11

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).

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.

Neighborhood Council Treasurer

DATE

NC Designated 2nd Signatory (Board Member)

DATE

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NC NAME: Downtown Los Angeles Neighborhood Council		Last 4 digits of P-Card Account #: 2800		Fiscal Year:		
TREASURER NAME: (PRINT)		TREASURER E-MAIL		Quarter Ending:		
Scott Bytof		scott.bytof@dlanc.com		<input type="checkbox"/> Sept. <input type="checkbox"/> Dec. <input type="checkbox"/> March <input checked="" type="checkbox"/> June		
Date Of Purchase	VENDOR NAME	ITEM DESCRIPTION	BUDGET LINE ITEM	BUDGET CODE	TRANSACTION NUMBER	TOTAL
		Balance Forward				\$6,983.11
6/8/2012	ProPet Distributors	Dogipot Litter Pickup bags <i>For Police HQ Park</i>	300	CIP	88030	\$946.90
6/11/2012	Best Buy	Projection Screen, Power Strip and Laser Pointer for Planning Presentations	100	OFF	BBY01-460527007874	\$263.42
6/13/2012	PrintCo Diect	Remainder of payment for Skid Row Community Directory of Services Map	300	CIP	12PCD-413	\$1,235.31
6/11/2012	Best Buy	Laptop, projector and sotware Planning Presentations	100	OFF	BBY01-460716009296	\$1,508.64
6/15/2012	Best Buy	Credit for over charge	100	OFF	BBY01-460716009296	-\$3.26
6/14/2012	Ralphs Grocery	Refreshments for Skid Row Community Directory of Services Map Presentation	200	EVE	030327	\$440.66
TOTAL PURCHASES THIS QUARTER						\$11,374.78

<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 04-23-12

TOTAL ACTIVITY \$ 5,132.33

000016750 1 AT 0.374 106481572423458 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
03-22	03-21	PAYPAL *MULTEE 402-935-7733 CA PUR ID: 6657873375 TAX: 0.00	24492152081849578734424	8999	395.93
03-23	03-20	INDIE PRINTING INC 213-745-6395 CA PUR ID: 12 TAX: 0.00	24777422082980006142153	5999	97.88
03-26	03-23	R & J INC LOS ANGELES CA PUR ID: 1 TAX: 0.00	24312272085980001008423	5999	1,000.00
03-27	03-26	BOVARY AND BUTTERFLY LLC LOS ANGELES CA PUR ID: TAX: 0.00	24755422086150860046963	5943	494.01
03-29	03-27	WOOLLY POCKET CORP 310-9226609 CA PUR ID: 0 TAX: 0.00	24121572088000088045577	5261	1,471.76
04-11	04-03	BOVARY AND BUTTERFLY LLC LOS ANGELES CA PUR ID: TAX: 0.00	24755422101171018869677	5943	967.94
04-17	04-14	99-CENTS-ONLY #0135 LOS ANGELES CA PUR ID: TAX: 0.00	24445002107200062613150	5411	215.43
04-23	04-19	INDIE PRINTING INC 213-745-6395 CA PUR ID: 3 TAX: 0.00	24777422111980006142109	5999	489.38

Default Accounting Code:

CUSTOMER SERVICE CALL 800-344-5696	ACCOUNT NUMBER XXXX-XXXX-XXXX-2800		ACCOUNT SUMMARY	
	STATEMENT DATE 04-23-12	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	\$5,132.33
			CASH ADVANCES	\$.00
			CASH ADVANCE FEE	\$.00
			CREDITS	\$.00
			TOTAL ACTIVITY	\$5,132.33



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 05-21-12
TOTAL ACTIVITY \$ 950.78

000011733 1 MB 0.404 106481611919958 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
04-27	04-26	AMERICASPRINTER.COM 714-521-1100 CA PUR ID: 00000000000000000000 TAX: 0.00	24323002117123613010400	8999	950.78

Default Accounting Code:					
CUSTOMER SERVICE CALL 800-344-5696	ACCOUNT NUMBER XXXX-XXXX-XXXX-2800		ACCOUNT SUMMARY		
	STATEMENT DATE 05-21-12	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 \$950.78		
			CASH ADVANCES \$.00		
			CASH ADVANCE FEE \$.00		
			CREDITS \$.00		
			TOTAL ACTIVITY \$950.78		



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	06-21-12
TOTAL ACTIVITY	\$ 5,291.67

000002192 1 MB 0.404 106481656893312 P

"MEMO STATEMENT ONLY"
DO NOT REMIT PAYMENT

SCOTT BYTOF
DOWNTOWN 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
06-04	05-31	PRINTCO DIRECT INC 323-249-4449 CA PUR ID: q83fd852 TAX: 0.00	24506012153980081661474	2741	900.00
06-11	06-08	PROPET DISTRIBUTORS INC 407-888-4627 FL PUR ID: q85af6e0 TAX: 0.00	24269282160980000407444	5999	946.90
06-14	06-13	BESTBUYMKTPLACE 888-2378289 MN PUR ID: 000000000000000000000000 TAX: 16.95	24399002165503240842970	5732	263.42
06-14	06-13	INTUIT PAYMENTNETWORK (IP 877-559-7866 CA PUR ID: q8685554 TAX: 0.00	24506012165980066484567	8999	1,235.31
06-15	06-14	BESTBUY.COM 00009944 888-237-8289 MN PUR ID: 000000000000000000000000 TAX: 97.05	24399002166503099405555	5732	1,508.64
06-18	06-15	BESTBUY.COM 00009944 RICHFIELD MN PUR ID: 000000000000000000000000 TAX: 0.21	74399002167503099491393	5969	3.26CR
06-18	06-14	RALPHS #0022 LOS ANGELES CA PUR ID: TAX: 5.84	24445712167300163988740	5411	440.66

Default Accounting Code:

CUSTOMER SERVICE CALL 800-344-5696	ACCOUNT NUMBER XXXX-XXXX-XXXX-2800		ACCOUNT SUMMARY	
	STATEMENT DATE 06-21-12	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 \$5,294.93	
			CASH ADVANCES \$.00	
			CASH ADVANCE FEE \$.00	
			CREDITS \$3.26	
			TOTAL ACTIVITY \$5,291.67	