

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: 2012-2013	
TREASURER NAME: (PRINT) <b>Scott Bytof</b>		TREASURER E-MAIL <b>scott.bytof@dlanc.com</b>		TREASURER PHONE NUMBER <b>310-849-3203</b>	
Date Of Purchase		VENDOR NAME		ITEM DESCRIPTION	
8/31/2012	United States Postal Service	100	FAC	037791	\$320.00
9/13/2012	Register.com	200	WEB	2010072171	\$144.00
9/19/2012	Ralphs Grocery	200	EVE	051977	\$162.25
9/19/2012	Hosting Metro	200	WEB	693	\$99.90
TOTAL PURCHASES THIS QUARTER					\$726.15

<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>
<p>Neighborhood Council Treasurer</p>	<p>NC Designated 2nd Signatory (Board Member)</p>
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** 09-21-12

**TOTAL ACTIVITY** \$ 726.15

000002733 1 MB 0.404 106481790600746 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
09-03	08-31	USPS 05450200532003014 LOS ANGELES CA PUR ID: 945 TAX: 0.00	24164072244418220139456	9402	320.00
09-18	09-17	REGISTER.COM*11DCB38DJ 877-731-4442 NY PUR ID: 11DCB38DJ TAX: 0.00	24692162261000947405382	4816	144.00
09-20	09-19	RALPHS #0022 LOS ANGELES CA PUR ID: TAX: 5.88	24445712263300149956558	5411	162.25
09-21	09-19	HOSTING METRO INC 206-501-3818 WA PUR ID: 1088782849 TAX: 0.00	24431052264206662400054	4816	99.90

**Default Accounting Code:**

<b>CUSTOMER SERVICE CALL</b>  <b>800-344-5696</b>	<b>ACCOUNT NUMBER</b> XXXX-XXXX-XXXX-2800		<b>ACCOUNT SUMMARY</b>	
	<b>STATEMENT DATE</b> 09-21-12	<b>DISPUTED AMOUNT</b> \$ .00	PREVIOUS BALANCE	\$ .00
<b>SEND BILLING INQUIRIES TO:</b>  C/O U.S. BANCORP SERVICE CENTER, INC U.S. BANK NATIONAL ASSOCIATION ND P.O. BOX 6335 FARGO, ND 58125-6335	<b>AMOUNT DUE</b> \$ 0.00 <b>DO NOT REMIT</b>		PURCHASES & OTHER CHARGES	\$726.15
			CASH ADVANCES	\$ .00
			CASH ADVANCE FEE	\$ .00
			CREDITS	\$ .00
			<b>TOTAL ACTIVITY</b>	<b>\$726.15</b>