

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 X11 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	BUDGET LINE ITEM	BUDGET CODE	TRANSACTION NUMBER	TOTAL
9/29/2012	Subway	Refreshments for Skid Row Directory of Services Map Distribution	200	EVE	SPM-13164	\$40.00
11/12/2012	Food 4 Less	Refreshments for Candidate Forum	2011-12	ELE	Encumbered	\$82.64
11/15/012	Pizza Next Door	Refreshments for poll workers	2011-12	ELE	Encumbered	\$77.00
11/15/2012	Pizza Next Door	Refreshments for poll workers	2011-12	ELE	Encumbered	\$18.00
11/29/2012	Los Angeles Downtown News	Display Advertising Election Outreach	2011-12	ELE	Encumbered	\$1,321.00
12/1/2012	linode.com	Renewal of email Hosting	200	WEB	1864539	\$323.45
12/3/2012	ProPet Distributors	Dogipot Litter Pickup Bags for Police Headquarters Park	300	CIP	91493	\$488.35
TOTAL PURCHASES THIS QUARTER						\$2,350.44

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



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** 10-22-12  
**TOTAL ACTIVITY** \$ 40.00

000019172 1 AT 0.374 106481835794331 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
10-01	09-29	SUBWAY 00141838 LOS ANGELES CA PUR ID: TAX: 0.00	24164072274255171562168	5814	40.00

**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> 10-22-12	<b>DISPUTED AMOUNT</b> \$ .00	PREVIOUS BALANCE	\$0.00
<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	\$40.00
			CASH ADVANCES	\$0.00
			CASH ADVANCE FEE	\$0.00
			CREDITS	\$0.00
			<b>TOTAL ACTIVITY</b>	<b>\$40.00</b>



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** 11-21-12  
**TOTAL ACTIVITY** \$ 177.64

000002228 1 MB 0.404 106481882771058 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
11-13	11-12	FOOD4LESS #0375 LOS ANGELES CA PUR ID: TAX: 0.93	24445002317300199022279	5411	82.64
11-16	11-14	PIZZA NEXT DOOR LOS ANGELES CA PUR ID: TAX: 0.00	24431052320207219000050	5814	77.00
11-16	11-14	PIZZA NEXT DOOR LOS ANGELES CA PUR ID: TAX: 0.00	24431052320207219000068	5814	18.00

Default Accounting Code:		
<b>CUSTOMER SERVICE CALL</b>  <b>800-344-5696</b>	<b>ACCOUNT NUMBER</b> XXXX-XXXX-XXXX-2800	
	<b>STATEMENT DATE</b> 11-21-12	<b>DISPUTED AMOUNT</b> \$ .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>ACCOUNT SUMMARY</b>	
	PREVIOUS BALANCE \$ .00	
	PURCHASES & OTHER CHARGES \$177.64	
	CASH ADVANCES \$ .00	
	CASH ADVANCE FEE \$ .00	
<b>AMOUNT DUE</b> \$ 0.00 <b>DO NOT REMIT</b>		CREDITS \$ .00
		<b>TOTAL ACTIVITY</b> \$177.64



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** 12-21-12  
**TOTAL ACTIVITY** \$ 2,132.80

000006862 1 MB 0.404 106481929876117 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
12-03	11-29	LOS ANGELES DOWNTOW 213-482-5921 CA PUR ID: Pub: 1,1,1 - Inv: TAX: 0.00	24110392336029233700048	7311	1,321.00
12-03	12-01	LINODE.COM 609-593-7103 NJ PUR ID: li-1943087 TAX: 0.00	24765012337207285084732	7372	323.45
12-04	12-03	PROPET DISTRIBUTORS INC 407-888-4627 FL PUR ID: qa8e08ed TAX: 0.00	24269282338980000407490	5999	488.35

**Default Accounting Code:**

CUSTOMER SERVICE CALL	ACCOUNT NUMBER		ACCOUNT SUMMARY	
<b>800-344-5696</b>	XXXX-XXXX-XXXX-2800		PREVIOUS BALANCE	\$ .00
	STATEMENT DATE	DISPUTED AMOUNT	PURCHASES & OTHER CHARGES	\$2,132.80
<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	AMOUNT DUE		CASH ADVANCES	\$ .00
	\$ 0.00		CASH ADVANCE FEE	\$ .00
	<b>DO NOT REMIT</b>		CREDITS	\$ .00
			<b>TOTAL ACTIVITY</b>	<b>\$2,132.80</b>