

**Encino
Credit Card Purchases
Quarter 1 FYE 2010**

Date Paid	Requestor	Vendor	Description / Purpose	Receipt	Amount paid	Balance	Gnrl	Outreach	CommProj
			Expenses Qtr 1 July 1 - September 30 -						
7/2/2009	Office	Apple One	Temporary Staff- 6/27	Yes	(330.00)		(330.00)		
7/8/2009	RG	Coffee Bean	Meeting Refreshments	Yes	(63.80)			(63.80)	
7/10/2009	Office	Apple One	Temporary Staff- 7/04	Yes	(214.50)		(214.50)		
7/15/2009	Office	US Bank	Bank Fees	Yes	(20.00)		(20.00)		
7/15/2009	Office	US Bank	Petty Cash		(800.00)		(800.00)		
7/17/2009	Office	Apple One	Temporary Staff- 7/11	Yes	(231.00)		(231.00)		
7/21/2009	JW	Office Depot	Office Supplies, Paper	Yes	(177.76)		(177.76)		
7/24/2009	Office	Apple One	Temporary Staff- 7/18	Yes	(222.75)		(222.75)		
7/27/2009		Parties by St	Natiional Night Out	Yes	(500.00)				(500.00)
7/24/2009	Office	Apple One	Temporary Staff- 7/25	Yes	(305.25)		(305.25)		
						(2,865.06)			
							(2,301.26)	(63.80)	(500.00)
8/4/2009		US Bank	Petty Cash	Yes	(500.00)		(500.00)		
8/4/2009		US Bank	Bank Fees		(12.50)		(12.50)		
8/4/2009		US Bank	Petty Cash	Yes	(200.00)		(200.00)		
8/4/2009		US Bank	Bank Fees		(12.50)		(12.50)		
8/7/2009	Office	Apple One	Temporary Staff- 8/01	Yes	(214.50)		(214.50)		
8/11/2009	RG	Smart&Final	Special Meeting 8/11/09	Yes	(40.59)			(40.59)	
8/14/2009	Office	Apple One	Temporary Staff- 8/08	Yes	(264.00)		(264.00)		
8/21/2009	Office	Apple One	Temporary Staff- 8/15	Yes	(173.25)		(173.25)		
8/26/2009		Smart&Final	General Meeting Aug 09	Yes	(17.41)			(17.41)	
8/26/2009		The Stand	General Meeting Aug 09	Yes	(239.50)			(239.50)	
8/28/2009	Office	Apple One	Temporary Staff- 8/22	Yes	(156.75)		(156.75)		
						(1,831.00)	(1,533.50)	(297.50)	0.00
9/4/2009	Office	Apple One	Temporary Staff- 8/29	Yes	(156.75)		(156.75)		
9/8/2009		US Bank	Petty Cash	Yes	(500.00)		(500.00)		
9/8/2009		US Bank	Bank Fees		(12.50)		(12.50)		
9/11/2009	Office	Apple One	Temporary Staff- 9/05	Yes	(198.00)		(198.00)		
9/18/2009	Office	Apple One	Temporary Staff- 9/12	Yes	(247.50)		(247.50)		
9/23/2009		Mulberry Pizz	General Meeting Sept 09	Yes	(250.00)			(250.00)	
9/25/2009	Office	Apple One	Temporary Staff- 9/19	Yes	(173.25)		(173.25)		
9/28/2009	JW	Office Depot	Office Supplies, Paper	Yes	(90.48)		(90.48)		
9/29/2009	Office	PortaStor	Storage Bin - New Office	Yes	(130.00)		(130.00)		
						(1,758.48)	(1,508.48)	(250.00)	0.00
			Total Card Exp Qtr 1 FY 2010			(6,454.54)	(5,343.24)	(611.30)	(500.00)

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(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.								
RECONCILED BY				DATE				
Neighborhood Council Treasurer								
(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.								
APPROVED BY				DATE				
Neighborhood Council Board Member								