City of Los Angeles - Office of the City Clerk
Neighborhood Council Funding Program
Encumbrance Request Form - Fiscal Year 2019-2020

Neighborhood Council: GRANADA HILLS SOUTH

To encumber NC funds, please provide the following information and follow the instructions below:

Vendor Name	Purpose of the encumbered funds	Amount
1. CONCEPT TO WEB	MONTHLY WEBSITE WEBMASTER FOR NC WEBSITE IS $150 PER MONTH	$ 1,800.00
2. GOOGLE SUITE	MONTHLY GOOGLE EMAIL FOR NC BOARD MEMBERS IS $108 PER MONTH	$ 1,296.00
3. PUBLIC STORAGE	MONTHLY STORAGE RENT FOR NC STORAGE FACILITY IS $261 PER MONTH	$ 3,132.00
4. PARTNERS IN DIVERSITY INC	MONTHLY MINUTES WRITER FOR NC MEETINGS IS $300 PER MONTH	$ 3,600.00
5.		
6.		
7.		
8.		
9.		
10.		
	Total	$ 9,828.00

BOARD AFFIRMATION:
THE NC BOARD AFFIRMS THAT SERVICES/PROJECTS RELATED TO THE ENCUMBRANCES LISTED ABOVE ARE INTENDED TO BE IN PLACE THIS CURRENT FISCAL YEAR OR HAVE BEEN AGREED UPON WITH THE VENDOR TO BEGIN WITHIN A REASONABLE TIME PERIOD DEPENDING ON COVID-19 PUBLIC HEALTH CIRCUMSTANCES.

NC President or Treasurer Name _____ Signature _____ Date _____

Instructions:
No later than Tuesday, June 30, 2020, please submit the following via email to Clerk.NCFunding@lacity.org:

1. Encumbrance Request Form, completed and signed
2. Payment request document from vendors listed, i.e., invoice, estimate, completed NPG application, etc.
3. The Board Action Certification (BAC) Form approving the Encumbrance Request Form