



City of Los Angeles - Office of the City Clerk
 Neighborhood Council Funding Program
 Encumbrance Request Form - Fiscal Year ~~2019-2020~~ *2020-2021*



Neighborhood Council: ECSWANDC

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

Vendor Name	Purpose of the encumbered funds	Amount
1. Apple.com	Purchase desktop All-In-One Computer System	\$ 2,083.26
2. CRCD Enterprises	Fund once a month clean-up of corridor intersection	\$ 6,000.00
3. City of Los Angeles - Publishing Services	Purchase 200 business cards each for 4 ECSWANDC Board members	\$ 221.20
4. Moore Business Results	Construction of new website on new platform	\$ 3,500.00
5. Unisource Solutions	New furniture for office space	\$ 2,278.46
6.		
7.		
8.		
9.		
10.		
Total		\$ 14,082.92

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.

Lonella Enix

NC President or Treasurer Name

Lonella Enix

Signature

6/30/20

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