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

Neighborhood Council: Northridge West

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

Vendor Name	Purpose of the encumbered funds	Amount
1. Vista Print	Business Cards	$ 95.28
2. C & M Printing	Printing material. Postage and Mailing for outreach	$ 2,282.50
3. C & M Printing	Printed Material cdfor Outreach	$ 1,144.50
4.		
5.		
6.		
7.		
8.		
9.		
10.		
	Total	$ 3,522.28

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 June 22, 2020, please submit the following via email to Clerk.NCFunding@lacity.org:

1. Encumbrance Request Form, completed and signed
2. Invoices from the vendors listed in the Encumbrance Request Form
3. The Board Action Certification (BAC) Form approving the Encumbrance Request Form