



Encino Neighborhood Council

A Certified Neighborhood Council

(818) 255-1040

WWW.ENCINOCOUNCIL.ORG

Physical Address
4933 Balboa Boulevard
Encino, Ca 91316

Mailing Address
P.O. Box 260439
Encino, CA 91426-0439

REQUISITION FUNDING

Vendor Information

Tax reporting information

Name: _____ Fed id./ssn/w9 _____

Address: _____ L.A. Business Tax Regis Cert No. _____

City: _____ State: _____ Zip code: _____

Telephone no _____ Fax no: _____

Email address: _____

Person requesting: _____ Date requested: _____

ITEM(S) Requested

ITEM(S) COST

_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

FOR ENCINO NEIGHBORHOOD COUNCIL USE ONLY

Date Request Received: _____ Date Finance Approved: _____

Date Council Vote Approved: _____ Date Products Delivered _____

FOLLOW UP INFORMATION: _____

QUESTIONNAIRE COMPLETE?	
BOARD MEMBER	
STAKEHOLDER	
MINUTES	
ORIGINAL RECEIPTS	
ORIGINAL QUOTE	
DEMAND WARRANT	
SSN / FED NO. BTRC	

