

DEMAND WARRANT



NEIGHBORHOOD COUNCIL FUNDING PROGRAM - REQUEST FOR NEIGHBORHOOD COUNCIL PAPER CHECK
 334-B E. 2nd Street, Los Angeles, CA 90012, 213.485.1360 or 3-1-1 Website: www.lacityneighborhoods.com
 Mail or submit this request via Fax: 213.485.4608 or email: done.funding@lacity.org; ATTN: FUNDING PROGRAM

Date of Check Request: _____

Amount of Check Request: \$

Neighborhood Council: _____

If this Expenditure/Project is itemized in your budget please check here:

Otherwise attach minutes/affidavit approving the expenditure and ensure it is appropriated in your budget.

Please select category:	Operational Expense	Neighborhood Improvement	Outreach
<input type="checkbox"/>	<input type="checkbox"/> Office Equip./Supplies/Facilities	<input type="checkbox"/> Beautification Project	<input type="checkbox"/> Event/Refreshments
<input type="checkbox"/>	<input type="checkbox"/> Apple One/Admin. Services	<input type="checkbox"/> Community Services	<input type="checkbox"/> Election
<input type="checkbox"/>	<input type="checkbox"/> Meeting Expenses	<input type="checkbox"/> LAUSD/Educational Support	<input type="checkbox"/> Advertismnt/Newsletter/Web
<input type="checkbox"/>	<input type="checkbox"/> Other	<input type="checkbox"/> Other	<input type="checkbox"/> Other

Please provide a description of expense or attach additional information:

Make check payable to: _____

Check if for a City Dept.

Remittance Address: _____

City and State: _____ Zip Code: _____

Please select all appropriate categories, attach Vendor Invoice and provide required supporting documents:

- First- time request for this vendor:**
 - Attach a completed W-9 and enter BTRC code here: _____

- Outreach expense:**
 - Please consult DW Supporting Document Guidelines form and/or DONE for required documents

- Community improvement project:**
 - Please consult DW Supporting Document Guidelines form and/or DONE for required documents

- Reimbursement for board members:**
 - Submit original receipt(s) and proof of payment

- Advance payment:**
 - Please consult DW Supporting Document Guidelines form and/or DONE for required documents

- Purchase Order:**
 - Provide quote and a Vendor contact name and number

DECLARATION

The undersigned do hereby declare that, as a result of an official action of the Governing Body of the Neighborhood Council named above: (1) they are authorized to make this request, (2) this funding request is exclusively intended for the Neighborhood Council named above, (3) all reasonable precautions shall be exercised by the undersigned to safeguard and account for use of the funds, and (4) the amount of the check requested will be deducted from the total available balance in my Neighborhood Council Funding Program account. **Note: The names and signatures of the Neighborhood Council Treasurer and Second Signatory are required.**

Signature: _____

Signature: _____

Treasurer: _____

2nd Signatory: _____

Phone: _____

Phone: _____

(BELOW THIS LINE FOR DONE USE)

Vendor Code _____ Acct. # _____

Approval _____ Date _____

Approval _____ Date _____

Neighborhood Council Supporting Document Guidelines



Invoice Requirements

All submitted Demand Warrant invoices must contain the following:

- Vendor's Name
- Vendor's address and **phone number**
- Bill to NC's name
- Invoice number (i.e. 001)
- Description of the item or service
- Amount due

No QUOTES, AND/OR ESTIMATES WILL BE ACCEPTED AS INVOICES. VENDORS SHOULD ONLY BE PAID AFTER GOODS OR SERVICES ARE RECEIVED.

REMINDER: An approved Budget and latest Reconciliations must be on file before any Demand Warrants can be processed. All expenditures need to be authorized in a specific budget line item and/or by board motion.

Supporting Document Requirements for Demand Warrants

Payment for New Vendor of the NC System:

1. Business Tax Registration Certificate Code (otherwise known as City Tax number). One time exemption is given to vendors located outside the City.
2. Completed W-9 form with EIN number for corporations and partnerships or Social Security Number for individuals and sole proprietors.

Reimbursements to Board Member:

1. Original invoice(s) only (No faxes and/or copies acceptable).
2. Proof of payment (must be indicated on receipt if payment was cash, credit card and/or check. If form of payment was a check, then a copy of the front and back cancelled check is required).

Food and Refreshment Expenditures:

1. Copies of sign-in sheet or if sign-in sheet not available agenda of meeting/Flyer for event. Please indicate amount of people in attendance.

Purchase Order (usually for computer purchases and in lieu of an advance payment – this is to ensure payment to vendor after goods/services are delivered):

1. Estimate/Quote of product.
2. A Vendor contact name with phone number/fax to send Purchase Order.

Advertisements:

1. For Publications, Tear sheet or proof of advertisement copy. For advertisement items, please provide a copy of design.

Neighborhood Council Outreach Event:

1. Flyer of event.
2. Insurance agreement (please consult with funding program if needed).

Advance Payment (Please allow additional time to process):

1. Expected date of delivery and explanation of what the payment is securing listed on the invoice.
2. A statement from the treasurer explaining why an advance payment is needed.

After item(s) are received, notification of when goods were received is required.

Community Improvement Project:

1. An official neighborhood council statement explaining how the project will benefit the community.
2. Letter of acknowledgement of receiving agency (i.e. Department of Recs. and Parks, LAUSD, Department of Street Services) acknowledging and approving the desired project.
3. Proof that required licenses and permits are in place (if needed).

Travel Expenses:

1. All Travel Expenses must be pre-approved by DONE and submitted with a Travel Request form.
2. Expenses must be listed on City of Los Angeles Personal Expense Sheet with original receipts attached. Copies will not be accepted.