



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



Neighborhood Council: SUNLAND TUJUNGA

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

Vendor Name	Purpose of the encumbered funds	Amount
1. US STORAGE	2 Storage units to hold all of STNC Equipment, furniture, supplies, and files. July 2020-July 2021 \$449 monthlv.	5388.00
2. WEB CORNER	\$150.00 Monthly Maintenance for STNC web development for stnc.org	1800.00
3. US POSTAL SERVICE	12 month P.O. Box 635 rental for STNC mail.	326.00
4.	License for STNC Virtual Meetings	146.23
5.		
6.		
7.		
8.		
9.		
10.		
Total		7660.23

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.

Sandy Capps

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

US STORAGE

\$5388.00

From: La Crescenta
Sent: Wednesday, May 20, 2020 3:34 PM
To: Sandy Capps
Subject: RE: [External]Re: Rental Rate Requested

Hello Sandy,

I have emailed over 2 invoices to the email on file.

The total amount for the year for unit 0358 will be \$2,694.00

The total amount for the year for unit 0363 will be \$2,694.00

The combined total for the year for both units will be \$5,388.00

Any further questions or concerns

Please feel free to call or email me

Thank You,

Robert Burchfield

[4454 Lowell Ave.](#)
[La Crescenta, CA 91214](#)

[PH: \(818\) 957-0700](#)

www.USStorageCenters.com

From: Sandy Capps <sandy.stnc@gmail.com>
Sent: Tuesday, May 19, 2020 5:21 PM
To: Liliana Sanchez <stnc.president2019@gmail.com>
Cc: La Crescenta <lacrescenta@usstorage.net>
Subject: [External]Re: Rental Rate Requested

[EXTERNAL]

Hello Robert,

May we get an invoice/quote for July 1,2020 thru June 30, 2021.

I believe our contract is expired June 30, 2020?

 DETACH AND RETURN TOP PORTION WITH YOUR PAYMENT

UNIT	DATE	ITEM/SERVICE	AMOUNT	TAX	DUE	
0358	6/1/2020	Protection Plan 6/1-6/30		12.00	0.00	12.00 ✓ pd
0358	6/1/2020	Rent 6/1-6/30	212.50	0.00	212.50	✓ pd
0358	7/1/2020	Protection Plan 7/1-7/31		12.00	0.00	12.00
0358	7/1/2020	Rent 7/1-7/31	212.50	0.00	212.50	
0358	8/1/2020	Protection Plan 8/1-8/31		12.00	0.00	12.00
0358	8/1/2020	Rent 8/1-8/31	212.50	0.00	212.50	
0358	9/1/2020	Protection Plan 9/1-9/30		12.00	0.00	12.00
0358	9/1/2020	Rent 9/1-9/30	212.50	0.00	212.50	
0358	10/1/2020	Protection Plan 10/1-10/31		12.00	0.00	12.00
0358	10/1/2020	Rent 10/1-10/31	212.50	0.00	212.50	
0358	11/1/2020	Protection Plan 11/1-11/30		12.00	0.00	12.00
0358	11/1/2020	Rent 11/1-11/30	212.50	0.00	212.50	
0358	12/1/2020	Protection Plan 12/1-12/31		12.00	0.00	12.00
0358	12/1/2020	Rent 12/1-12/31	212.50	0.00	212.50	
0358	1/1/2021	Protection Plan 1/1-1/31		12.00	0.00	12.00
0358	1/1/2021	Rent 1/1-1/31	212.50	0.00	212.50	
0358	2/1/2021	Protection Plan 2/1-2/28		12.00	0.00	12.00
0358	2/1/2021	Rent 2/1-2/28	212.50	0.00	212.50	
0358	3/1/2021	Protection Plan 3/1-3/31		12.00	0.00	12.00
0358	3/1/2021	Rent 3/1-3/31	212.50	0.00	212.50	
0358	4/1/2021	Protection Plan 4/1-4/30		12.00	0.00	12.00
0358	4/1/2021	Rent 4/1-4/30	212.50	0.00	212.50	
0358	5/1/2021	Protection Plan 5/1-5/31		12.00	0.00	12.00
0358	5/1/2021	Rent 5/1-5/31	212.50	0.00	212.50	
0358	6/1/2021	Protection Plan 6/1-6/30		12.00	0.00	12.00
0358	6/1/2021	Rent 6/1-6/30	212.50	0.00	212.50	

Subtotal 2,918.50

Taxes 0.00

Balance Due ~~2,918.50~~ 2694.00 x 2

Please remit the total due amount of 2,918.50 to the above address. \$5388.00

REFERRALS PAY OFF!!!! Send your friends and collect your bonus.

WEB CORNER

\$1800.00

Invoice

The Web Corner, Inc.
19509 Ventura Blvd.
Tarzana CA 91356
(818) 345-7443

Date	Invoice #	Due Date
7/1/2020	20303	7/1/2020

Bill To
Sunland Tujunga NC 7747 Foothill Blvd., Room 101 Tujunga, CA 91042

P.O. No.	Terms	Project

Quantity	Description	Rate	Amount
12	Monthly Maintenance from Jul 2020 - Jun 2021: includes up to 1.5 hour for; phone support, web development, requests, & website adjustments	150.00	1,800.00
0	Monthly Hosting from Jul 2020 - Jun 2021 for stnc.org	15.00	0.00
0	Email Standard Mailboxes from Jul 2020 - Jun 2021: 1 Account secretary@stnc.org (included in maintenance)	3.50	0.00

Please remit payment at your earliest convenience. Thank you for your business!	Total	\$1,800.00
	Payments/Credits	\$0.00
	Balance Due	\$1,800.00

P.O. BOX
2020/2021

PREMIUM PO BOX SERVICES ⓘ

ON-SITE PARKING AVAILABLE

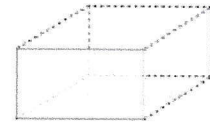
What size PO Box™ are you looking for? ⓘ



Size 1-XS
3" x 5.5"



Size 2-S
5" x 5.5"



Size 3-M
5.5" x 11"

What type of payment term works for you?

NOTE: A 3-month payment term requires enrolling in automatic renewals (No opt out). However, if you choose a 6- or 12-month term, you can opt out of automatic renewals.

<p>3 Months</p> <p>\$94.00</p>

<p>6 Months</p> <p>\$163.00</p>
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<p>12 Months</p> <p>\$326.00</p>

Please select your payment term

Prices displayed do not reflect potential one-time key deposit.

3-month boxes will automatically be signed up for automatic renewal. If you choose a 6 or 12-month term, you can opt-out of automatic renewal. You must be 18 years old to open a PO Box online. If you're under 18, please visit your nearest Post Office.

Feedback

Reserve Now

You will be temporarily redirected until you are logged into your USPS account.

You must be 18 years old to open a PO Box online. If you're under 18, please visit your nearest Post Office.

Can't find what you're looking for?

Check out our Support section to find answers to your PO Box questions.

<p>Get Support (https://faq.usps.com/s/article/PO-Box-The-Basics#refund)</p>

Zoom Pro
2020/2021
Encumbrance \$146.23

From: Cindy Cleghorn
Sent: Friday, May 22, 2020 4:32 PM
To: Sandy Capps
Subject: Re:

Hi Sandy,

Attached is a snapshot of the pricing for a Zoom account at \$14.99 per month. Also shows the annual at \$149.90.

Thank you,

--Cindy

zoom SOLUTIONS ▾ PLANS & PRICING CONTACT SALES JOIN

1. Select a plan

Pro ▾

1 host

Monthly
\$14.99
/mo/host
Billed monthly

Annual Save \$30
\$12.49
/mo/host
\$149.90 Billed annually

A host can have unlimited meetings.
Each meeting supports up to 100 participants.
Questions? [Contact Sales](#).