



United Neighborhoods NEIGHBORHOOD COUNCIL

*Our Voice * Our City * of Neighbors * by Neighbors * for Neighbors*

Our Mission

***To empower and bring together our diverse community and
to maintain and improve our quality of life***

FUNDING REQUEST FOR UNNC ADMINISTRATIVE EXPENSES

1. Payment is easier for everyone if you select vendors who accept credit cards. Paying by check issued by the City of Los Angeles takes six weeks and requires: (1) W9 Form and (2) an Invoice made out to **United Neighborhoods Neighborhood Council**. It is very difficult to reimburse board members for expenses. UNNC cannot reimburse non-board members / stakeholders / volunteers. UNNC usually must pay all vendors directly for UNNC funded project costs.
2. All requests for administrative funding from committees or individual board members must be submitted to the Executive Committee for approval, no later than one week before the next scheduled Executive Committee meeting. Currently, requests are to be submitted to the Vice President.
3. It is best practice for Committee expenses, for the Committee to first agendaize the funding request for discussion at its own Brown Act-compliant public meeting, and to pass a motion supporting the expenditure request.

Committee Motion, date: Move to request _____.
Moved by _____, seconded by _____.

FUNDING REQUEST FOR
ADMINISTRATIVE EXPENSES

TO: UNNC
 DATE: _____
 APPLICANT: _____
 Email and phone: _____

UNNC welcomes requests for photocopying expenses, printing, purchases of supplies, and other support for general administration and/or UNNC Committees' efforts. These administrative expenses can include (but are not limited to):

- Design Fees
- Signage and Banner Production
- Flyers - Printing
- Postcards - Printing
- Doorhanger – Printing
- Digital drives (or similar) to transfer documents
- Postage
- Office supplies and equipment

Please provide an estimated line item budget for all materials and services for the project. **Include sales tax.**

Item or Service	Total Projected Cost
Total:	

The UNNC Signatory (or Cardholder) pays for most administrative expenses items in person (or online) using the UNNC credit card. Please list estimated dates when the UNNC Signatory can accompany you to the various suppliers to pay for UNNC funded items and services.

Earliest Date	Latest Date	Store or Supplier	Amount