Office of the City Clerk
Administrative Services Division
Neighborhood Council Funding Program
Neighborhood Council Bank Card Missing Receipt Affidavit

When a receipt for a Neighborhood Council bank card transaction is lost or otherwise unavailable and all measures to obtain a copy of the receipt have been exhausted, the Missing Receipt Affidavit should be completed.

Neighborhood Council: Downtown Los Angeles NC

NC Bank Cardholder Name: Tony Hoover

Vendor: Register.com Date of Transaction: 9/24/2021

Quantity	Item Description	Item Amount	Amount
1	renewal of domain(s)	260.47	260.47
		Sub-Total	260.47
		Taxes	
		Total	260.47

The receipt was (check applicable):

☐ Lost ☐ Never Received ☑ Other: See below.

Purpose of Transaction:

Website registration account was previously held/owned by Patti Berman who has not provided NC login credentials for access to the account to change ownership. Vendor will only give reciept to account holder. Payment on account was required to keep DLANC website active.

I understand that a Missing Receipt Affidavit should be used on rare occasions and may not be used on a routine basis. I further understand that excessive use of a Missing Receipt Affidavit may revoke the privilege of providing a declaration in lieu of a receipt and lead to freezing of the Neighborhood Council bank card.

NC Bank Cardholder Signature:

NC Bank Cardholder Name (Printed): Tony Hoover

Neighborhood Council: Downtown Los Angeles NC

Date: 10/28/2021

Please secure a Board Action Certification (BAC) form authorizing the use of the Affidavit. Submit the BAC and Affidavit forms together in lieu of the missing receipt in the NC Funding System portal.