



Neighborhood Council  
Funding Program

## ACCEPTABLE PURCHASES

The Charge Card and Demand Warrant System was developed for Neighborhood Councils as an easy and convenient way to obtain items and/or services required for Neighborhood Council operations. The card has been electronically coded to accept a wide variety of purchases and includes valuable information provided to the Department of Neighborhood Empowerment by Neighborhood Councils.

Below is a list of acceptable purchase categories with Neighborhood Council funds, including the card. This list will change as Neighborhood Councils' needs change. All equipment, supplies and services purchased are for the sole purpose of advancing the Neighborhood Council and its representation in the community. Certain items require advance approval from the Department.

NOTE: Mileage may be reimbursed at the current IRS allowable rate for board members *in reasonable amounts* for Neighborhood Council business by using your petty cash fund.

If you have any questions regarding any of the items on the list, please contact the Funding Program at 213-485-1360.

### ACCEPTABLE CHARGE CARD PURCHASE CATEGORIES:

#### **BUSINESS SERVICES**

- Automobile Parking Lots and Garages
- Employment Agencies, Temporary Help Services\*\*
- Equipment Rental
- Furniture Rental
- Photographic Developing, Photofinishing Laboratories, Studios
- Postal Services
- Quick Copy, Reproduction and Blueprint Services
- Stenographic and Secretarial Support Services\*\*
- Tool Rental

#### **COMMUNICATIONS SERVICES**

- Telecommunication Equipment
- Telecommunication Service

#### **FINANCIAL SERVICES**

- Automated Cash

#### **PROFESSIONAL SERVICES**

- Associations, Civic, Social and Fraternal
- Colleges, Universities, Professional Schools
- Organizations, Charitable and Social Service
- Schools, Elementary and Secondary

#### **REPAIR SERVICES**

- Electronic Repair Shops
- Furniture Repair, Refinishing and Reupholstery Shops
- Small Appliance Repair Shops

#### **RETAIL SERVICES**

- Books, Periodicals, Newspapers

- Building Materials, Lumber Stores
- Candy, Nut, Confectionery Stores
- Caterers
- Computers, Computer Peripheral Equipment, Computer Software
- Computer Software Stores
- Department Stores
- Discount Stores
- Drug Stores, Pharmacies
- Eating Places, Restaurants
- Electronics Stores
- Fast Food Quick Payment Service Restaurants
- Florist Supplies, Nursery Stock and Flowers
- Glass, Paint, Wallpaper Stores
- Grocery Stores, Supermarkets
- Hardware Stores
- Home Supply Warehouse
- Lawn and Garden Supply Stores
- Music Stores
- Office and Commercial Furniture
- Office, Photographic and Photocopy
- Paints, Varnishes and Supplies
- Promotional Material Stores
- Second Hand Stores, Used Merchandise Stores
- Stationery, Office Supplies, Printing
- Variety Stores
- Wholesale Clubs

#### **TRANSPORTATION SERVICES**

- Bus Lines
- Courier Services, both Air and Ground
- Freight Forwarders
- Truck and Utility Trailer Rental

**\*\*NOTE: Requires approval in advance from the Department of Neighborhood Empowerment.**