

VFPD19000170

FAML4010 V5.1 * * * CITY OF LONG BEACH FAMIS - PRODUCTION * * * 01/08/2019
LINK TO: DOCUMENT HEADER 10:13 AM

LINK TO: DOCUMENT NUMBER: NOTEPAD : N

DOCUMENT CATEGORY : VP VOUCHER FAMIS PAYMENTS BY DEPARTMENT
ENTERED BY : WILLIAMS ROBERT 86305 INIT
DOCUMENT NUMBER : VFDP19000170 INITIATING DEPT : PDFBFD
INPUT PERIOD (MM YYYY) : 12 2018 DECEMBER
VENDOR NUMBER / SUFFIX : V059161 01 APPROVAL TYPE : 01
VENDOR NAME : EMBASSY CONSULTING SERVICES LLC
VENDOR ADDRESS :

```
STREET      : 11278 LOS ALAMITOS BLVD, #232
CITY / STATE / ZIP : LOS ALAMITOS          CA 90720      COUNTRY: USA
DBA NAME    :
BANK NUMBER :
DUE DATE    : 01/08/2019
DOCUMENT AMOUNT : 594.00
NUMBER OF LINES : 6
TREAS NO     :
SINGLE CHECK  : Y
CURRENCY CODE :
RESPONSIBLE UNIT :
```

Payment Type (Check one box)		
Direct Payment	<input checked="" type="checkbox"/>	VF
Wire Transfer	<input type="checkbox"/>	WT
One-Time Vendor	<input type="checkbox"/>	V1

City of Long Beach, California

DIRECT PAYMENT

Pay To: Vendor No. *	<input type="text" value="V059161"/>	<input type="text" value="01"/>
* Do not put SSN in above box Please use the New Vendor section below.		
Name:	Embassy Consulting Services, LLC	
Address:	11278 Los Alamitos Blvd. #232 Los Alamitos, CA 90720	

For New Vendor's Follow the Instructions Below:

For all new vendors a copy of the vendor's current W-9 Form must be obtained and attached to this payment request. Leave the above vendor number field blank.

Due Date		
<input type="text" value="01"/>	<input type="text" value="03"/>	<input type="text" value="2019"/>
MO	DAY	YEAR
Document Total		
\$ 594.00		
Line Total		
6		

For Wire Transfers
Attach Wire Transfer Form and follow standard approval procedures.
ABA#

V F P D 1 9 0 0 0 1 7 0

DEPARTMENT APPROVAL:

I hereby certify that this claim or demand is true and correct as stated and that the expenditure is in accordance with Administrative Regulation 23.1 of the City of Long Beach.

AUTHORIZED SIGNATURE

Date

PURCHASING APPROVAL:

AUTHORIZED SIGNATURE

Date

Note Pad:

DP No:19-074

Trans Code	Amount	Index Code (5300)	Sub Object (5200)	User Code (5600)	Grant (5070)	Detail (5070)	Project (5060)	Detail (5060)	Document Reference	G/L 5150	Subsidiary (5350)
1	Description (Maximum of 50 Characters): *8-7499*/*80114*/Cruz, A./Civilian Leadership Course/Seal Beach, CA/Jan. 24, 2019										
200	99.00	PD0580	245002						19-074		
2	Description (Maximum of 50 Characters): *8-7499*/*80116*/Martinez, V./Civilian Leadership Course/Seal Beach, CA/Jan. 24, 2019										
200	99.00	PD0801	245002						19-074		
3	Description (Maximum of 50 Characters): *8-7499*/*80120*/Gutierrez, V./Civilian Leadership Course/Seal Beach, CA/Jan. 24, 2019										
200	99.00	PD0540	245002						19-074		
4	Description (Maximum of 50 Characters): *8-7499*/*80122*/Moreno, E./Civilian Leadership Course/Seal Beach, CA/Jan. 24, 2019										
200	99.00	PD0303	245002						19-074		
5	Description (Maximum of 50 Characters): *8-7499*/*80128*/Khin, A./Civilian Leadership Course/Seal Beach, CA/Jan. 24, 2019										
200	99.00	PD1062	245002						19-074		
6	Description (Maximum of 50 Characters): *8-7499*/*80138*/Bruce, L./Civilian Leadership Course/Seal Beach, CA/Jan. 24, 2019										
200	99.00	PD1062	245002						19-074		
Page Total: \$ 594.00											

PREPARED BY: Annette Rygh

PHONE: 8-7499

DATE: 01/03/19



EMBASSY CONSULTING SERVICES, LLC
11278 LOS ALAMITOS BLVD. #232
LOS ALAMITOS, CA 90720

INVOICE

DATE	INVOICE #
12/20/2018	80114

INVOICE TO:

Araceli Cruz
Long Beach Police Department

DATE OF SERVICE	DESCRIPTION OF SERVICES	FEE	TOTAL
January 24, 2019	Civilian Leadership Course One (1) Registration Fee @ \$99.00 each A. Cruz	\$99.00	\$99.00
		TOTAL OWED	\$99.00

MAKE ALL CHECKS PAYABLE TO EMBASSY CONSULTING SERVICES, LLC

IF YOU HAVE ANY QUESTIONS CONCERNING THIS INVOICE, PLEASE CONTACT

INVOICE MUST BE PAID WITHIN 14 DAYS OF RECEIPT

THANK YOU FOR YOUR BUSINESS!

TAX ID # 45-3151221

TRAINING/CONFERENCE – TRAVEL REQUEST

City of Long Beach Police Department

Requestor ARACELI CRUZ		RACT ID ARCRUZ	Index Code PD0580
Date: 12/12/18	DID#:	Bureau/Division SUPPORT/SSD	Daytime Phone # (562) 510-9550
Course Title CIVILIAN LEADERSHIP COURSE FOR POLICE DEPT. EMPLOYEES		Start Date: 01/23/19 1/24/19	End Date: 01/23/19
Course Location FULLERTON PUBLIC LIBRARY		Time: 8:00 AM	Time: 5:00 PM
Presented by: TUSTIN PD LONG BEACH PD		Contact Person: JOSEF LEVY	Contact Phone #:

Circle Appropriate Information for Each Item in the Box Below

Training/Conference	P.O.S.T. Course: Y / N	P.O.S.T. Backfill Qualified: Y / N
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Tuition Cost: \$ 99.00 **MUST Attach copy of Conference/Training Bulletin/Flyer Literature**

Generally, meals are reimbursable up to \$50/day (breakfast/\$10; lunch/\$15; dinner/\$25) depending on distance and time of training/conference. Tips are reimbursable up to 15% for table services only.

Alcoholic beverages are not reimbursable.

The requestor may be required to use a personal vehicle if a City vehicle is unavailable. Reimbursement for use of a personal vehicle will be made under the City of Long Beach guidelines.

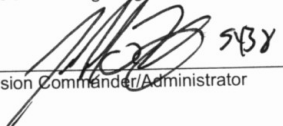
Rental car must be approved by the requestor's Deputy Chief or Bureau Chief.

Notes & Cost Information (include travel & accommodation needs):

REQUESTING TO ATTEND ON DUTY. WILL USE CITY VEHICLE.

 12/12/18
1. Requestor Date

2. Division Training Sergeant Date

 12/13/18
3. Division Commander/Administrator Date

4. Deputy Chief/Bureau Chief Date

 12/14/18
5. Deputy Chief – Support Bureau Date

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6. Chief of Police Date

DEC 18 2018

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FINANCIAL BUREAU

PD 2250.006(B) (REV. 03/2017)



EMBASSY CONSULTING SERVICES, LLC
11278 LOS ALAMITOS BLVD. #232
LOS ALAMITOS, CA 90720

INVOICE

DATE	INVOICE #
12/21/2018	80116

INVOICE TO:

Veronica Martinez
Long Beach Police Department

DATE OF SERVICE	DESCRIPTION OF SERVICES	FEE	TOTAL
January 24, 2019	Civilian Leadership Course One (1) Registration Fee @ \$99.00 each V. Martinez	\$99.00	\$99.00
		TOTAL OWED	\$99.00

MAKE ALL CHECKS PAYABLE TO EMBASSY CONSULTING SERVICES, LLC

IF YOU HAVE ANY QUESTIONS CONCERNING THIS INVOICE, PLEASE CONTACT

INVOICE MUST BE PAID WITHIN 14 DAYS OF RECEIPT

THANK YOU FOR YOUR BUSINESS!

TAX ID # 45-3151221

TRAINING/CONFERENCE – TRAVEL REQUEST

City of Long Beach Police Department

Requestor Martinez, Veronica		RACT ID vemarti	Index Code P00801
Date: 12/06/18	DID#: 8447	Bureau/Division Invest 4 Bur Adm	Daytime Phone # 562-570-6574
Course Title Civilian Leadership Course for P.D. Employees	Start Date: 1/23/19	Time: 8:00 am	End Date: 1/23/19
Course Location Fullerton Public Library	Course Code/Control No. (if applicable)		
Presenter: Chief Charlie Celano	Contact Person:	Contact Phone #	
& Cmdr. J. Levy			

Circle Appropriate Information for Each Item in the Box Below

Training/Conference	P.O.S.T. Course: Y/ N	P.O.S.T. Backfill Qualified: Y/ N
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Tuition Cost: \$ 99.00 **MUST Attach copy of Conference/Training Bulletin/Flyer Literature**

Generally, meals are reimbursable up to \$50/day (breakfast/\$10; lunch/\$15; dinner/\$25) depending on distance and time of training/conference. Tips are reimbursable up to 15% for table services only.

Alcoholic beverages are not reimbursable.

The requestor may be required to use a personal vehicle if a City vehicle is unavailable. Reimbursement for use of a personal vehicle will be made under the City of Long Beach guidelines.

Rental car must be approved by the requestor's Deputy Chief or Bureau Chief.

Notes & Cost Information (include travel & accommodation needs):

No Staffing Issues

Veronica S. 12/06/18 1. Requestor _____ Date _____	<div style="text-align: right;"> 12-7-18 4. Deputy Chief/Bureau Chief _____ Date _____ </div> <div style="text-align: right;"> 12/12/18 5. Deputy Chief – Support Bureau _____ Date _____ </div>
2. Division Training Sergeant _____ Date _____	6. Chief of Police _____ Date _____

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pink copy sent - AR

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EMBASSY CONSULTING SERVICES, L
11278 LOS ALAMITOS BLVD. #232
LOS ALAMITOS, CA 90720

INVOICE

DATE	INVOICE #
12/24/2018	80120

INVOICE TO:

Vicky Gutierrez
Long Beach Police Department

DATE OF SERVICE	DESCRIPTION OF SERVICES	FEE	TOTAL
January 24, 2019	Civilian Leadership Course One (1) Registration Fee @ \$99.00 each V. Gutierrez	\$99.00	\$99.00
		TOTAL OWED	\$99.00

MAKE ALL CHECKS PAYABLE TO EMBASSY CONSULTING SERVICES, LLC

IF YOU HAVE ANY QUESTIONS CONCERNING THIS INVOICE, PLEASE CONTACT:

INVOICE MUST BE PAID WITHIN 14 DAYS OF RECEIPT

THANK YOU FOR YOUR BUSINESS!

TAX ID # 45-3151221

TRAINING/CONFERENCE - TRAVEL REQUEST

City of Long Beach Police Department

Requestor Vicky Gutierrez		Employee No. (SSN) [REDACTED]		Index Code PD0540	
Date: 12/13/18	DOB: 11337	Bureau/Division Support / Jail Division	Daytime Phone # 562/570-7268		
Course Title Civilian Leadership Course		Start Date: 1/23/19	End Date: 1/23/19		
Course Location Fullerton Public Library / [REDACTED] W. Commonwealth Ave		Time: 8:00 AM	Time: 5:00 PM		
Course Code/Control No. (If Applicable) N/A					
Presenter: Fullerton Police Department		Contact Person: Embassy Consulting Services	Contact Phone #: 562/577-5874		

Circle Appropriate Information for Each Item in the Box Below

Training/Conference	P.O.S.T. Course: Y / N	P.O.S.T. Backfill Qualified: Y / N
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Tuition Cost: \$ 99.00 **MUST Attach copy of Conference/Training Bulletin/Flyer Literature**

Generally, meals are reimbursable up to \$50/day (breakfast/\$10; lunch/\$15; dinner/\$25) depending on distance and time of training/conference. Tips are reimbursable up to 15% for table services only.

Alcoholic beverages are not reimbursable.

The requestor may be required to use a personal vehicle if a City vehicle is unavailable. Reimbursement for use of a personal vehicle will be made under the City of Long Beach guidelines.

Rental car must be approved by the requestor's Deputy Chief or Bureau Chief.

Notes & Cost Information (include travel & accommodation needs):

1 Requestor [Signature] 12/13/18
Date
2 Division Training Sergeant [Signature] 12/13/18
Date

4 Deputy Chief/Bureau Chief [Signature] 12/14/18
Date
5 Deputy Chief - Support Bureau [Signature] 12/14/18
Date

3 Division Commander/Administrator

Date

6 Chief of Police

Date

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EMBASSY CONSULTING SERVICES, LLC
11278 LOS ALAMITOS BLVD. #232
LOS ALAMITOS, CA 90720

INVOICE

DATE	INVOICE #
12/24/2018	80122

INVOICE TO:

Erika Moreno
Long Beach Police Department

DATE OF SERVICE	DESCRIPTION OF SERVICES	FEE	TOTAL
January 24, 2019	Civilian Leadership Course One (1) Registration Fee @ \$99.00 each E. Moreno	\$99.00	\$99.00
		TOTAL OWED	\$99.00

MAKE ALL CHECKS PAYABLE TO EMBASSY CONSULTING SERVICES, LLC

IF YOU HAVE ANY QUESTIONS CONCERNING THIS INVOICE, PLEASE CONTACT

INVOICE MUST BE PAID WITHIN 14 DAYS OF RECEIPT

THANK YOU FOR YOUR BUSINESS!

TAX ID # 45-3151221

TRAINING/CONFERENCE – TRAVEL REQUEST

City of Long Beach Police Department

Requestor MORENO, ERIKA		RACT ID EAMOREN	Index Code PD0303
Date: 12/5/18	DID#: 10493	Bureau/Division PATROL NORTH	Daytime Phone # [REDACTED]
Course Title CIVILIAN LEADERSHIP COURSE FOR LONG BEACH POLICE EMPLOYEES		Start Date: 1/23/19 Time: 0800 24	End Date: 1/23/19 Time: 1700 24
Course Location FULLERTON PUBLIC LIBRARY [REDACTED] W. COMMONWEALTH AVE		Course Code/Control No. (if applicable)	
Presenter: EMBASSY CONSULTING SERVICES	Contact Person: JOSEF LEVY	Contact Phone #: [REDACTED]	

Circle Appropriate Information for Each Item in the Box Below

Training/Conference P.O.S.T. Course: Y ☒ N P.O.S.T. Backfill Qualified: Y ☒ N

Tuition Cost: \$ 99.00 **MUST Attach copy of Conference/Training Bulletin/Flyer Literature**

Generally, meals are reimbursable up to \$50/day (breakfast/\$10; lunch/\$15; dinner/\$25) depending on distance and time of training/conference. Tips are reimbursable up to 15% for table services only.

Alcoholic beverages are not reimbursable.

The requestor may be required to use a personal vehicle if a City vehicle is unavailable. Reimbursement for use of a personal vehicle will be made under the City of Long Beach guidelines.

Rental car must be approved by the requestor's Deputy Chief or Bureau Chief.

Notes & Cost Information (include travel & accommodation needs):

<p style="text-align: center;"><i>STAFFERS</i></p> <p>NO STAFFING ISSUES, ATTENDING ON DUTY AND I WILL SUBMIT RECEIPTS FOR REIMBURSEMENT. (COST OF TUITION, LUNCH, AND MILEAGE)</p>

1. Requestor *[Signature]* **12/5/18**
Date

2. Division Training Sergeant *[Signature]* **12/11/18**
Date

3. Division Commander/Administrator *[Signature]* _____
Date

4. Deputy Chief/Bureau Chief *[Signature]* **12/20/18**
Date

5. Deputy Chief – Support Bureau *[Signature]* **12/20/18**
Date

6. Chief of Police _____
Date

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12/26/18 - PC sent - AR



EMBASSY CONSULTING SERVICES, LLC
11278 LOS ALAMITOS BLVD. #232
LOS ALAMITOS, CA 90720

INVOICE

DATE	INVOICE #
12/26/2018	80128

INVOICE TO:

Annie Khin
Long Beach Police Department

DATE OF SERVICE	DESCRIPTION OF SERVICES	FEE	TOTAL
January 24, 2019	Civilian Leadership Course One (1) Registration Fee @ \$99.00 each A. Khin	\$99.00	\$99.00
		TOTAL OWED	\$99.00

MAKE ALL CHECKS PAYABLE TO EMBASSY CONSULTING SERVICES, LLC

IF YOU HAVE ANY QUESTIONS CONCERNING THIS INVOICE, PLEASE CONTACT

INVOICE MUST BE PAID WITHIN 14 DAYS OF RECEIPT

THANK YOU FOR YOUR BUSINESS!

TAX ID # 45-3151221

TRAINING/CONFERENCE – TRAVEL REQUEST

City of Long Beach Police Department

Requestor ANNIE KHIN		RACT ID	Index Code PD062
Date: 12/12/18	DID#: 10753	Bureau/Division FINANCIAL / FISCAL	Daytime Phone # (562) 570-6035
Course Title CIVILIAN LEADERSHIP COURSE FOR POLICE DEPT. EMPLOYEES		Start Date: JAN. 23, 2019	End Date: JAN 23, 2019
Course Location FULLERTON PUBLIC LIBRARY / COMMONWEALTH, FULLERTON 92832		Time: 8:00 AM	Time: 5:00 PM
Presenter: CHIEF CHARLIE CELANO, TUSTIN COMMANDER JOSEF LEVY, LB		Contact Person: EMBASSY CONSULTING SCS	Contact Phone #: [REDACTED]

Circle Appropriate Information for Each Item in the Box Below

Training/Conference	P.O.S.T. Course: Y / (N)	P.O.S.T. Backfill Qualified: Y / (N)	
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Tuition Cost: \$ **99** **MUST Attach copy of Conference/Training Bulletin/Flyer Literature**


Generally, meals are reimbursable up to \$50/day (breakfast/\$10; lunch/\$15; dinner/\$25) depending on distance and time of training/conference. Tips are reimbursable up to 15% for table services only.

Alcoholic beverages are not reimbursable.

The requestor may be required to use a personal vehicle if a City vehicle is unavailable. Reimbursement for use of a personal vehicle will be made under the City of Long Beach guidelines.

Rental car must be approved by the requestor's Deputy Chief or Bureau Chief.

Notes & Cost Information (include travel & accommodation needs):

1. Requestor

Date: **12-12-18**

4. Deputy Chief/Bureau Chief

Date: **12/12/18**

2. Division Training Sergeant
Date: _____

5. Deputy Chief – Support Bureau

Date: **12/14/18**

3. Division Commander/Administrator

Date: **12-11-18**

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6. Chief of Police
Date: _____

DEC 18 2018

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EMBASSY CONSULTING SERVICES, LLC
11278 LOS ALAMITOS BLVD. #232
LOS ALAMITOS, CA 90720

INVOICE

DATE	INVOICE #
12/27/2018	80138

INVOICE TO:

Accounts Payable
Long Beach Police Department

DATE OF SERVICE	DESCRIPTION OF SERVICES	FEE	TOTAL
January 24, 2019	Civilian Leadership Course One (1) Registration Fee @ \$99.00 each Leslie Bruce	\$99.00	\$99.00
		TOTAL OWED	\$99.00

MAKE ALL CHECKS PAYABLE TO EMBASSY CONSULTING SERVICES, LLC

IF YOU HAVE ANY QUESTIONS CONCERNING THIS INVOICE, PLEASE CONTACT

INVOICE MUST BE PAID WITHIN 14 DAYS OF RECEIPT

THANK YOU FOR YOUR BUSINESS!

TAX ID # 45-3151221

TRAINING/CONFERENCE – TRAVEL REQUEST
City of Long Beach Police Department

Requestor Leslie Bruce		RACT ID lebruce		Index Code PD1062
Date: 12/12/2018	DID#: 11062	Bureau/Division Financial/Fiscal		Daytime Phone # 562-577-5603
Course Title Civilian Leadership for PD Employees		Start Date: 1/23/2019	End Date: 1/25/2019	
Course Location Fullerton Public Library		Time: 09:00	Time: 17:00	
Presenter: Chief Celano/Cmdr. Lery		Contact Person: Embassy Consulting Inc.	Contact Phone #: 562-577-5674	

Circle Appropriate Information for Each Item in the Box Below

<input checked="" type="checkbox"/> Training/Conference	P.O.S.T. Course: Y / N	P.O.S.T. Backfill Qualified: Y / N
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Tuition Cost: \$ 99 **MUST Attach copy of Conference/Training Bulletin/Flyer Literature**

Generally, meals are reimbursable up to \$50/day (breakfast/\$10; lunch/\$15; dinner/\$25) depending on distance and time of training/conference. Tips are reimbursable up to 15% for table services only.

Alcoholic beverages are not reimbursable.

The requestor may be required to use a personal vehicle if a City vehicle is unavailable. Reimbursement for use of a personal vehicle will be made under the City of Long Beach guidelines.

Rental car must be approved by the requestor's Deputy Chief or Bureau Chief.

Notes & Cost Information (include travel & accommodation needs):

No additional travel or accommodation needs

Leslie Bruce 12/12/2018
1. Requestor Date

[Signature] 12/18/18
4. Deputy Chief/Bureau Chief Date

2. Division Training Sergeant Date

Alex C... 12/26/18
5. Deputy Chief – Support Bureau Date

[Signature] 12/12/18
6. Division Commander/Administrator Date

6. Chief of Police Date

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12/26/18 - PC sent - AR