

Munis Invoice Data Entry Form

112811

Purchase Order: <span style="border: 1px solid black; padding: 2px;"> </span> or Contract No. <span style="border: 1px solid black; padding: 2px;"> </span>		Entry Date: <span style="border: 1px solid black; padding: 2px;">1-28-2020</span>	Batch No. <span style="border: 1px solid black; padding: 2px;">9018</span>
* Vendor Number: <span style="border: 1px solid black; padding: 2px;">10877</span>	* Vendor Suffix: <span style="border: 1px solid black; padding: 2px;">1</span>	Vendor Address: <span style="border: 1px solid black; padding: 2px;">Embassy Consulting</span>	
* Invoice No. <small>Max 25 characters</small> <span style="border: 1px solid black; padding: 2px;">98564</span>	City, State Zipcode: <span style="border: 1px solid black; padding: 2px;">11276 Los Alamitos Blvd. #232, Los Alamitos, CA 90720</span>		
* Gross Amount: \$ <span style="border: 1px solid black; padding: 2px;">125.00</span>	* Payment Method (Check if not normal): EFT: <input type="checkbox"/> Wire: <input type="checkbox"/> Single: <input type="checkbox"/>	Transaction Description: (Max 50 characters) <span style="border: 1px solid black; padding: 2px;">PD_7499/Jbeili, M./FountainValley/2/12/2020</span>	
Sales Tax: <span style="border: 1px solid black; padding: 2px;"> </span>	Use Tax: <span style="border: 1px solid black; padding: 2px;">FALSE</span>		
Discount - \$\$ <span style="border: 1px solid black; padding: 2px;">-</span>	* Service Date: <span style="border: 1px solid black; padding: 2px;">2/12/2020</span>	Separate Check: <input checked="" type="checkbox"/>	<b>Department Approval Signature:</b>  1/28/20
Discount - % <span style="border: 1px solid black; padding: 2px;"> </span>	* Invoice Date: <span style="border: 1px solid black; padding: 2px;">1/6/2020</span>	Include Documentation: <input checked="" type="checkbox"/>	
Net Amount \$ <span style="border: 1px solid black; padding: 2px;">125.00</span>	* Receive Date: <span style="border: 1px solid black; padding: 2px;">1/27/2020</span>	PA Applied: <input checked="" type="checkbox"/>	
Comments/Notepad: <span style="border: 1px solid black; padding: 5px;">Registration Fee: Jbeili, Michael - DP 20-127. 1/27/2020. A. Rygh PROJECT CODE: 3203081701 - TRAINING - SUBTASK009</span>		This invoice is approved for payment	

Line	T	Fund	CAFR	Dept	Bureau	Unit	Program	Activity	Location	Object	Invoice Line Amount	Sales Tax	Use Tax	Total
Example		1000	23	22	2201	220101	000000	000000	000000	830002				
1		[REDACTED]									\$ 125.00			\$ 125.00
2			Auto Fill	-	-	-	-	-	-	-				-
3			Auto Fill	-	-	-	-	-	-	-				-
4			Auto Fill	-	-	-	-	-	-	-				-
5			Auto Fill	-	-	-	-	-	-	-				-
6			Auto Fill	-	-	-	-	-	-	-				-
7			Auto Fill	-	-	-	-	-	-	-				-
8			Auto Fill	-	-	-	-	-	-	-				-
9			Auto Fill	-	-	-	-	-	-	-				-
10			Auto Fill	-	-	-	-	-	-	-				-
Page Totals:											\$ 125.00	\$ -	\$ -	125.00

This form is not required to be used unless individual department has elected it to be so.

Form Dated 2/1/18



# **TRAINING/CONFERENCE – TRAVEL REQUEST**

**City of Long Beach Police Department**

PD10 PSG-P17

Requestor <b>JBEILL, MICHAEL</b>		RACT ID <b>MITBELL</b>		Index Code <b>PD0580MP</b>
Date: <b>01-07-20</b>	DID#: <b>8194</b>	Bureau/Division <b>SUPPORT / P.P.D.</b>	Daytime Phone # <b>(562) 577-4178</b>	
Course Title <b>CIVILIAN LEADERSHIP COURSE</b>		Start Date: <b>02-12-2020</b>	End Date: <b>02-12-2020</b>	
For PUBLIC SAFETY PERSONNEL		Time: <b>0800 A.M. HOURS</b>	Time: <b>1700 PM HOURS</b>	
Course Location <b>FOUNTAIN VALLEY POLICE DEPT.</b>		Course Code/Control No. (if applicable)		
10200 SLOTER AVE. FOUNTAIN VALLEY, CA. 92708				
Presenter: <b>CHARLIE CELAND / JACOB GREEN</b>	Contact Person:	Contact Phone #:		

Circle Appropriate Information for Each Item in the Box Below

Training/Conference	P.O.S.T. Course: Y <b>(N)</b>	P.O.S.T. Backfill Qualified: Y <b>(N)</b>
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Tuition Cost: \$ 125.00 **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><b>COST COVER TUITION AND MATERIALS. REQUESTOR HAS RECEIVED APPROVAL FROM SCHEDULING SUPERVISOR TO ATTEND. SEE ATTACHED FLYER, CONFIRMATION EMAIL, AND INVOICE. THIS CLASS TUITION COST AND ANY BACKFILL WILL BE PAID BY PSGP FUNDING.</b></p>
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**JBEILL PER SGT. McVAY 1-9-2020**

1. Requestor Date 4. Deputy Chief/Bureau Chief Date

**[Signature]** 1-9-2020 **[Signature]** 1/22/20  
2. Division Training Sergeant Date 5. Deputy Chief – Support Bureau Date

**A/C Lt. [Signature]** 1/10/20  
3. Division Commander/Administrator Date 6. Chief of Police Date

**JAN 27 2020**

FINANCIAL  
BUREAU

- Civilian/Professional Staff working in a Public Safety Organization

Embassy Consulting Services, LLC in partnership with the Fountain Valley Police Department presents:

**Civilian Leadership Course for Public Safety Personnel**

CIVILIAN EMPLOYEES ONLY, NOT FOR SWORN PERSONNEL

This interactive course is designed specifically for civilian public safety supervisors, managers and those aspiring to be leaders within their organization. The goal of this training is to provide participants the opportunity to develop skills and strategies to become engaging and effective supervisors and leaders in their organization.

This training will explore leadership, leadership styles, essential elements of building morale, understanding the importance of leadership and the role supervisors play in building effective teams and more.

**Presenter:**

**Chief Charlie Celano, Tustin Police Department (ret)**

Charlie Celano is a recently retired police chief and has 27 years of law enforcement experience, including over 18 years in supervisory, management and command level positions within the organization. Charlie has taught law enforcement professionals throughout the country and is a graduate of the FBI National Academy Class #258.

**Jacob Green, MPA, Managing Director, Interwest Consulting Group**

Jacob Green is a nationally recognized leadership and change management expert and author. Jacob spent several years in public service, working in a civilian role in both Fire and Police Departments in Southern California. Many private and public organizations have brought Jacob in to help their teams navigate change, leverage adversity and build organizational resilience.

Embassy Consulting Services LLC is owned and operated by Josef Levy, Commander (Retired) Long Beach Police Department and Lysa Gamboa-Levy. Embassy training seminars are not open to the general public. Embassy seminars are for Law Enforcement personnel or those who, in some capacity, represent law enforcement, public or government agencies. Embassy reserves the right to restrict or deny enrollment or access to any individual.

**No refunds, however, substitutions will be permitted.**

## BOOKINGS

Price	<b>\$125.00</b>
Name *	<input type="text"/>
Email *	<input type="text"/>
Attendees	<input type="text"/>
Email	<input type="text"/>
Address *	<input type="text"/>
City *	<input type="text"/>
State *	<input type="text"/>
Zip Code *	<input type="text"/>
Agency *	<input type="text"/>
Job Title *	<input type="text"/>
Phone	<input type="text"/>
Comment	<input type="text"/>
How did you	<input type="text"/>
hear about this	<input type="text"/>
course? *	<input type="text"/>
Coupon Code	<input type="text"/>

☐ I consent to my submitted data being collected and stored as outlined by the site .



RE: Civilian Leadership Course

[REDACTED]@embassyys.com>

Mon 1/6/2020 5:31 PM

To: Kosal Tep <Kosal.Tep@longbeach.gov>

Cc: Michael Jbeili <Michael.Jbeili@longbeach.gov>

1 attachments (133 KB)

2 12 2020 Civilian Leadership Course - LBPD x 1 Michael Jbeili.pdf

Thank you Sir! I have registered Michael Jbeili for the upcoming Civilian Leadership Course on February 12, 2020 in Fountain Valley. Please see the invoice attached for payment. If you can please forward it to the Accounts Payable department for prompt payment, we would greatly appreciate it. If you have any questions or wish to register any others, please let me know.

Thank you,  
[REDACTED]

-----Original Message-----

From: Kosal Tep <Kosal.Tep@longbeach.gov>

Sent: Monday, January 6, 2020 1:37 PM

To: [REDACTED]@embassyys.com>

Subject: Re: Civilian Leadership Course

[REDACTED]

Yes, I would like to register another person. His name is Michael Jbeili and he's a Special Services Officer IV (Supervisor)-Armed for the Long Beach Police Department - Marine Patrol Detail. Currently he's on vacation and if possible can you send me an invoice with his information therefore I'm able to turn it in for him. Additionally, send him a copy to his City E-mail account Michael.jbeili@longbeach.gov.

Thank You and Happy New Year,

Watch 1/A Acting Supervisor

Kosal Tep #10347

LBPD - Marine Patrol Detail

From: [REDACTED]@embassyys.com>

Sent: Monday, January 6, 2020 9:20:55 AM

To: Kosal Tep <Kosal.Tep@longbeach.gov>

Cc: 'Josef Levy' <embassyys@ymail.com>

Subject: RE: Civilian Leadership Course

Hello Kosal,

Thank you for your email. I have registered you for our upcoming Civilian Leadership Course on February 12, 2020 in Fountain Valley. Please see the invoice attached for payment. If you can please forward it to the Accounts Payable department for prompt payment, we would greatly appreciate it. If you have any questions or wish to register any others, please let me know.

Happy New Year,

From: Josef Levy <embassy@ymail.com>  
Sent: Monday, January 6, 2020 6:37 AM  
To: kosal.tep@longbeach.gov  
Cc: [REDACTED]@embassy.com>  
Subject: Civilian Leadership Course

Hello Kosal,

Thanks for your email and interest in our upcoming Civilian Leadership Course. We will add your name to the roster and look forward to meeting you at the class.

Thank you,

Joe

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Josef Levy  
President  
Embassy Consulting Services, LLC  
"Creating Safe Communities"  
Cell (562) 577-5874  
Workplace Training & Youth Leadership Programs by Embassy  
Consulting <<http://www.embassyconsultingservices.com>>

[cid:image001.jpg@01D5C472.97FB91E0]

[Text Box:]

Workplace Training & Youth Leadership Programs by Embassy Consulting Embassy offers youth leadership programs and workplace training programs with the goal of improving the quality of their workplace or school environment.

On Monday, January 6, 2020, 1:55 AM, Embassy Consulting Services  
< info@embassyconsultingservices.com<mailto:info@embassyconsultingservices.co  
m>> wrote:

Name: Kosal Tep

Email: kosal.tep@longbeach.gov<mailto:kosal.tep@longbeach.gov>

Phone: C: [REDACTED] W: 562-577-4178

Message: Good Morning,

My name is Kosal Tep and I work for the Long Beach Police Department Marine  
Patrol Detail as a Special Services Officer III-Armed. I would like to  
apply for entrance to your course Civilian Leadership Course for Public  
Safety Personnel - February 12, 2020 in Fountain Valley, CA. I am placing a  
training request within my department and hopefully there are available  
seats for the course.

Respectfully,

Kosal Tep #10347  
LBPD-Marine Patrol Detail

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This e-mail was sent from a contact form on Embassy Consulting Services  
(<https://embassyconsultingservices.com>)