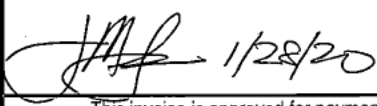


## Munis Invoice Data Entry Form

112810

|  |  |   |  |
|--|--|---|--|
| Purchase Order: <input type="text"/>   | or Contract No. <input type="text"/>   | Entry Date: <input type="text" value="1-28-2020"/>  | Batch No. <input type="text" value="9018"/>  |
| * Vendor Number: <input type="text" value="10877"/>  | * Vendor Suffix: <input type="text" value="1"/>  | Vendor Address: <input type="text" value="Embassy Consulting"/>   |  |
| * Invoice No. <small>Max 25 characters</small> <input type="text" value="98563"/>  | City, State Zipcode: <input type="text" value="11278 Los Alamitos Blvd. #232, Los Alamitos, CA 90720"/>                                |   |  |
| * Gross Amount: \$ <input type="text" value="125.00"/>   | Payment Method (Check if not normal):<br>EFT: <input type="checkbox"/> Wire: <input type="checkbox"/> Single: <input type="checkbox"/> | Transaction Description: (Max 50 characters)<br><br><input type="text" value="PD_7499/Tep, K./FountainValley/2/12/2020"/> |  |
| Sales Tax: <input type="text"/>  | Use Tax: <input type="text" value="FALSE"/>  |   |  |
| Discount - \$\$ <input type="text" value="-"/>   | * Service Date: <input type="text" value="2/12/2020"/>   | Separate Check: <input checked="" type="checkbox"/>   | <b>Department Approval Signature:</b><br><br>This invoice is approved for payment |
| Discount - % <input type="text"/>  | * Invoice Date: <input type="text" value="1/6/2020"/>  | Include Documentation: <input checked="" type="checkbox"/>  |  |
| Net Amount \$ <input type="text" value="125.00"/>  | * Receive Date: <input type="text" value="1/22/2020"/>   | PA Applied: <input checked="" type="checkbox"/>   |  |
| Comments/Notepad:<br>Registration Fee: Tep, Kosal - DP 20-126. 1/27/2020. A. Rygh PROJECT CODE: 3203081701 - TRAINING - SUBTASK009 |  |   |  |

| 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            |   |      |             |      |        |        |         |          |          |        | \$ 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 2/1/19



# INVOICE

INVOICE TO: Long Beach PD-Marine Patrol Detail  
Attn: Kosal Tep

11278 LOS ALAMITOS BLVD. #232, LOS ALAMITOS, CA 90720 | [EMBASSYCONSULTINGSERVICES.COM](http://EMBASSYCONSULTINGSERVICES.COM) | 562.577.5874

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

PSGP

|   |                    |   |   |
|---|--------------------|---|---|
| Requestor:<br><b>TEP, KOSAL</b>   |                    | RACT ID:<br><b>KOTEP</b>                    | Index Code:<br><b>PD0580MP</b>            |
| Date:<br><b>01-07-20</b>  | DiD#: <b>10347</b> | Bureau/Division:<br><b>SUPPORT / P.P.D.</b> | Daytime Phone #:<br><b>(562) 577-4178</b> |
| Course Title: <b>CIVILIAN LEADERSHIP COURSE FOR PUBLIC SAFETY PERSONNEL</b>                       |                    | Start Date: <b>02/12/2020</b>               | End Date: <b>02/12/2020</b>               |
| Course Location: <b>FOUNTAIN VALLEY POLICE DEPT. 10200 SLATER AVE. FOUNTAIN VALLEY, CA. 92708</b> |                    | Time: <b>0800 A.M. Hours</b>                | Time: <b>1700 P.M. Hours</b>              |
| Course Code/Control No. (If applicable):<br><b>N/A</b>  |                    |   |   |
| Presenter: <b>CHARLIE CELANO / JACOB GREEN</b>  |                    | Contact Person:                             | Contact Phone #:                          |

Circle Appropriate Information for Each Item in the Box Below

|  |                                     |  |  |
|--|-------------------------------------|--|--|
| <input checked="" type="checkbox"/> Training | <input type="checkbox"/> Conference | P.O.S.T. Course: Y <input checked="" type="checkbox"/> N | P.O.S.T. Backfill Qualified: Y <input checked="" type="checkbox"/> N |
|--|-------------------------------------|--|--|

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.

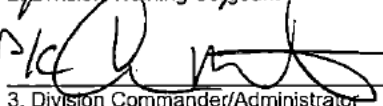
Rental car must be approved by the requestor's Deputy Chief or Bureau Chief.

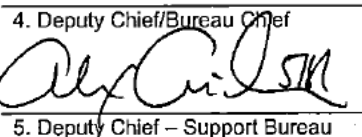
**Notes & Cost Information (include travel & accommodation needs):**


**COST COVERS TUITION AND MATERIALS ONLY. REQUESTOR HAS RECEIVED APPROVAL FROM SCHEDULING SUPERVISOR TO ATTEND. SEE ATTACHED FLYER, CONFIRMATION E-MAIL, AND INVOICE. THE CLASS TUITION COST AND ANY BACKFILL COST WILL BE PAID FOR BY (PSGP) FUNDING.**

1. Requestor:  Date: **01-07-20**

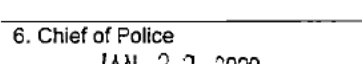
2. Division Training Sergeant:  Date: **1-9-2020**

3. Division Commander/Administrator:  Date: **1/10/20**

4. Deputy Chief/Bureau Chief:  Date: **1/10/20**

5. Deputy Chief – Support Bureau:  Date: **1/10/20**

**RECEIVED**

6. Chief of Police:  Date: **JAN 22 2020**

- 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 **\$125.00**

Name \*

Email \*

Attendees

Email

Address \*

City \*

State \*

Zip Code \*

Agency \*

Job Title \*

Phone

Comment

How did you hear about this course? \*

Coupon Code

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



**Fw: Civilian Leadership Course**

Kosal Tep <Kosal.Tep@longbeach.gov>

Tue 1/7/2020 9:08 AM

To: John McVay <John.McVay@longbeach.gov>

1 attachments (134 KB)

2 12 2020 Civilian Leadership Course - LBPd x 1 K. Tep.pdf;

Watch 1/A Acting Supervisor

Kosal Tep #10347

LBPd - Marine Patrol Detail

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**From:** [REDACTED]@embassycs.com>

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

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

**Cc:** 'Josef Levy' <embassycs@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,  
[REDACTED]

**From:** Josef Levy <embassycs@ymail.com>

**Sent:** Monday, January 6, 2020 6:37 AM

**To:** kosal.tep@longbeach.gov

**Cc:** [REDACTED]@embassycs.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

\*\*\*\*\*

Josef Levy  
President  
Embassy Consulting Services, LLC  
"Creating Safe Communities"  
Cell (562) 577-5874  
Workplace Training & Youth Leadership Programs by Embassy Consulting

### **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.

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On Monday, January 6, 2020, 1:55 AM, Embassy Consulting Services  
<[info@embassyconsultingservices.com](mailto:info@embassyconsultingservices.com)> wrote:

Name: Kosal Tep

Email: [kosal.tep@longbeach.gov](mailto:kosal.tep@longbeach.gov)

Phone: C: 562-818-1644 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>)