

Munis Invoice Data Entry Form

Purchase Order: <input style="width:100px;" type="text"/>		or Contract No. <input style="width:100px;" type="text"/>	Entry Date: 6.03.19	Batch No. 5/55
* Vendor Number: <input style="width:100px;" type="text" value="10877"/>	* Vendor Suffix: <input style="width:50px;" type="text" value="1"/>	Vendor Address: Embassy Consulting, 11278 Los Alamitos Blvd. #232		
* Invoice No. <small>Max 25 characters</small> <input style="width:150px;" type="text" value="21350"/>		City, State Zipcode: <input style="width:100px;" type="text" value="Los Alamitos, CA 90720"/>		
* Gross Amount: \$ <input style="width:100px;" type="text" value="198.00"/>	* Payment Method <small>(Check if not normal):</small> EFT: <input type="checkbox"/> Wire: <input type="checkbox"/> Single: <input type="checkbox"/>		Transaction Description: <small>(Max 50 characters)</small>	
Sales Tax: <input style="width:100px;" type="text"/>			PD_X7499/Civilian Leadership/Tustin,CA/May 10, '19	
Use Tax: <input style="width:100px;" type="text" value="FALSE"/>			Department Approval Signature: 5/21/19 This invoice is approved for payment	
Discount - \$\$ <input style="width:100px;" type="text" value="-"/>	* Service Date: <input style="width:100px;" type="text" value="5/10/2019"/>	Separate Check: <input type="checkbox"/>		
Discount - % <input style="width:100px;" type="text"/>	* Invoice Date: <input style="width:100px;" type="text"/>	Include Documentation: <input type="checkbox"/>		
Net Amount \$ <input style="width:100px;" type="text" value="198.00"/>	* Receive Date: <input style="width:100px;" type="text" value="5/15/2019"/>	PA Applied: <input checked="" type="checkbox"/>		
Comments/Notepad: Embassy Consulting Services, LLC (DP# 19-179) - Tuition for M. Richardson & S. Sing. 5/21/2019. A. Rygh				

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	E	[REDACTED]									\$ 99.00			\$ 99.00
2		[REDACTED]									99.00			99.00
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:											\$ 198.00	\$ -	\$ -	198.00

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

Form Dated 2/1/19

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

Requestor SING, SOMCHITH		RACT ID SOSING	Index Code PD 0548
Date: 05/06/2019	DID#: 7749	Bureau/Division SUPPORT / JAIL	Daytime Phone # 562-570-7265
Course Title CIVILIAN LEADERSHIP COURSE		Start Date: MAY 10, 2019	End Date: MAY 10, 2019
Course Location 15991 ARMSTRONG AVE.		Time: 0800	Time: 1700
Course Code/Control No. (If applicable) 92782		Course Code/Control No. (If applicable) 0238 9960	
Presenter: EMBASSY CONSULTING	Contact Person: JOSEF LENY	Contact Phone #: 562-577-5874	

Circle Appropriate Information for Each Item in the Box Below

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

✓ STC REIMBURSABLE
MILEAGE
LUNCH \$ 15.00

Sing #7749 5/6/19
 1. Requestor Date

R. F. #12112 05/06/2019
 2. Division Training Sergeant Date

201/16 5/6/19
 3. Division Commander/Administrator Date

4. Deputy Chief/Bureau Chief Date

Al. C. #12112 5/14/19
 5. Deputy Chief – Support Bureau Date

RECEIVED

6. Chief of Police Date
MAY 15 2019

L. B. POLICE DEPT.
 FINANCIAL BUREAU

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

Requestor RICHARDSON, MLADAM		RACT ID MC RICKA	Index Code PD0548
Date: 05/06/2019	DID#: 11022	Bureau/Division SUPPORT / JAIL	Daytime Phone # 562-570-7265
Course Title CIVILIAN LEADERSHIP COURSE		Start Date: MAY 10, 2019	End Date: MAY 10, 2019
Course Location 15991 ARMSTRONG AVE. TUSTIN		Time: 0800	Time: 1700
Course Code/Control No. (If applicable) 02389960			
Presenter: EMBASSY CONSULTING	Contact Person: JOSEF LEVY	Contact Phone #: 562-577-5874	

Circle Appropriate Information for Each Item in the Box Below

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

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

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

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

OSTZ REIMBURSABLE
MILEAGE
LUNCH \$15.00

UNAVAILABLE TO SIGN *[Signature]* 5/6/2019
 1. Requestor Date

[Signature] 05/05/2019
 2. Division Training Sergeant Date

[Signature] 5/6/19
 3. Division Commander/Administrator Date

4. Deputy Chief/Bureau Chief Date

[Signature] 5/14/19
 5. Deputy Chief – Support Bureau Date

RECEIVED

6. Chief of Police Date

MAY 15 2019



CIVILIAN LEADERSHIP COURSE FOR POLICE DEPARTMENT EMPLOYEES

IN PARTNERSHIP WITH THE ORANGE COUNTY SHERIFF'S DEPARTMENT

GOAL

This interactive course is designed specifically for civilian law enforcement supervisors and managers. 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.

OVERVIEW

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.

PRESENTERS

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.

Commander Josef Levy, Long Beach Police Department (ret)

Josef Levy has close to 30 years of law enforcement experience and has conducted trainings for thousands of law enforcement professionals throughout the country. He has also trained at the International level, training law enforcement delegations from France, Germany, Israel and Russia.

WAYS TO REGISTER

1. Visit: www.EmbassyConsultingServices.com/register
 - a. Under the list of upcoming classes, click on Civilian Leadership Course for Police Department Employees, Friday, May 10, 2019
 - b. Complete Booking Form and online payment information through PayPal
 - c. Send an email to info@embassyscs.com or call 562.577.5874 to register and request to be invoiced or to pay by credit card

DETAILS

- STC Certified (02389960)
- Continental breakfast and afternoon snacks will be served

Embassy Consulting Services LLC is owned and operated by Josef Levy, Commander (Retired) Long Beach Police Department. 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. For additional information, please visit our website at www.embassyconsultingservices.com.

- DATE -

Friday, May 10, 2019

- TIME -

8:00 am to 5:00 pm

- LOCATION -

Orange County Sheriff
Training Academy
15991 Armstrong Ave.
Tustin, California 92782

- TUITION -

\$99.00

EMBASSYCONSULTINGSERVICES.COM

CREATING SAFE COMMUNITIES

562.577.5874



(<https://embassyconsultingservices.com>)

Contact Us

Embassy Consulting Services, LLC

11278 Los Alamitos Blvd #232

Los Alamitos, CA 90720

(562) 577-5874

Please contact us using the form below.

** Indicates a required field*

*First Name

s%3A%2F%2Fembassyconsultingservices.com%2Fwp-content%2Fuploads%2F2012%2F02%2FLineGradient.jpg)

*Last Name

*Email

Subject

*Your Message

Send



CREATING SAFE COMMUNITIES

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