

**LOCAL AGENCY FORMATION COMMISSION  
FOR SAN BERNARDINO COUNTY**

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**DATE:** JULY 3, 2013  
**FROM:**  **KATHLEEN ROLLINGS-McDONALD, Executive Officer**  
**TO:** LOCAL AGENCY FORMATION COMMISSION

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**SUBJECT: AGENDA ITEM #2 – APPROVAL OF EXECUTIVE OFFICER’S  
EXPENSE REPORT**

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**RECOMMENDATION:**

Approve the Executive Officer’s Expense Report for Procurement Card Purchases for May and June 2013 as presented.

**BACKGROUND INFORMATION:**

The Commission participates in the County of San Bernardino’s Procurement Card Program to supply the Executive Officer a credit card to provide for payment of routine official costs of Commission activities as authorized by LAFCO Policy #4(H). Staff has prepared an itemized report of purchases that covers the billing period of April 23, 2013 through May 22, 2013, and May 23, 2013 through June 24, 2013.

It is recommended that the Commission approve the Executive Officer’s expense report as shown on the attachments.

KRM/rcl

Attachments



**COUNTY OF SAN BERNARDINO  
PROCUREMENT CARD PROGRAM**

**MONTHLY PROCUREMENT CARD PURCHASE REPORT**

<b>Card Number</b> [REDACTED]	<b>Cardholder</b> Kathleen Rollings-McDonald	<b>Billing Period</b> 4/23/13 to 5/22/13
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Date	Vendor Name	Receipt/ Invoice No.	Item Description	Purpose	\$ Amount	Reconciled (R) Disputed (D)	Sales Tax Included on invoice (Yes or No)
4/26	Verizon	1	Payment – Phone Bill	Phone Line for Alarm	34.78	R	Y
4/26	Southwest Airlines	2	Airfare – Martinez	Meeting	399.30	R	Y
5/09	Beauty.com	3	Refund of Fraud Purchase	Refund of Fraud Purchase	91.80	R	N
5/10	Google Earth	4	Google Earth Pro	License Renewal	399.00	R	N
5/16	Panera Bread	5	Bagel's	LAFCO Hearing	13.99	R	N
5/16	Verizon	6	Payment – Phone Bill	Phone Line for Alarm	34.78	R	Y
5/22	Storetrieve	7	Monthly Payment	Records Maintenance and Storage	47.52	R	Y

The undersigned, under penalty of perjury, states the above information to be true and correct. If an unauthorized purchase has been made, the undersigned authorizes the County Auditor/Controller-Recorder to withhold the appropriate amount from their payroll check after 15 days from the receipt of the cardholder's Statement of Account.

<b>Cardholder (Print &amp; Sign)</b> Kathleen Rollings-McDonald <i>[Signature]</i>	<b>Date</b> 7/2/13
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<b>Approving Official (Print &amp; Sign)</b> James Curatalo, Chairman	<b>Date</b> 7/17/13
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**COUNTY OF SAN BERNARDINO  
PROCUREMENT CARD PROGRAM**

**MONTHLY PROCUREMENT CARD PURCHASE REPORT**

<b>Card Number</b> [REDACTED]	<b>Cardholder</b> Kathleen Rollings-McDonald	<b>Billing Period</b> 5/23/13 to 6/22/13
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Date	Vendor Name	Receipt/ Invoice No.	Item Description	Purpose	\$ Amount	Reconciled (R) Disputed (D)	Sales Tax Included on invoice (Yes or No)
5/23	Mojave River Valley Museum	1	Once Upon a Desert – 3 <sup>rd</sup> Edition	Publication	22.36	R	Y
6/05	ICMA Publications	2	The IndiKit: The Municipal Financial Indicators Eval Kit	Publication	49.80	R	Y
6/12	Storetrieve LLC	3	Monthly Payment	Records Maintenance and Storage	47.52	R	N
6/13	Van Buren Florist	4	Flowers for Grave Site	Funeral Service for former Commissioner Colven	90.72	R	Y
6/14	Southwest Airlines	5	Airfare – Rollings-McDonald	CALAFCO Board Meeting	197.30	R	Y
6/17	Southwest Airlines	6	Airfare – Martinez	CALAFCO Staff Meeting	309.30	R	Y

The undersigned, under penalty of perjury, states the above information to be true and correct. If an unauthorized purchase has been made, the undersigned authorizes the County Auditor/Controller-Recorder to withhold the appropriate amount from their payroll check after 15 days from the receipt of the cardholder's Statement of Account.

<b>Cardholder (Print &amp; Sign)</b> Kathleen Rollings-McDonald <i>Kathleen Rollings-McDonald</i>	<b>Date</b> 7/3/13
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<b>Approving Official (Print &amp; Sign)</b> James Curatalo, Chairman	<b>Date</b> 7/17/13
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