

LOCAL AGENCY FORMATION COMMISSION FOR SAN BERNARDINO COUNTY

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DATE: SEPTEMBER 9, 2013

FROM: KATHLEEN ROLLINGS-McDONALD, Executive Officer



TO: LOCAL AGENCY FORMATION COMMISSION

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

RECOMMENDATION:

Approve the Executive Officer's Expense Report for Procurement Card Purchases for August 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 July 23, 2013 through August 22, 2013.

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

KRM/rcl

Attachment



COUNTY OF SAN BERNARDINO
PROCUREMENT CARD PROGRAM

ATTACHMENT G

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MONTHLY PROCUREMENT CARD PURCHASE REPORT

Card Number [REDACTED]	Cardholder Kathleen Rollings-McDonald	Billing Period 6/23/13 to 7/22/13
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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)
7-01	Resort at Squaw Creek	1	Hotel Reservation – Curatalo	CALAFCO Annual Conference	169.00	R	N
7-01	Resort at Squaw Creek	2	Hotel Reservation – Martinez	CALAFCO Annual Conference	169.00	R	N
7-01	Resort at Squaw Creek	3	Hotel Reservation – Rollings-McDonald	CALAFCO Annual Conference	169.00	R	N
7-01	Resort at Squaw Creek	4	Hotel Reservation – Sethi	CALAFCO Annual Conference	169.00	R	N
7-01	Resort at Squaw Creek	5	Hotel Reservation – Cox	CALAFCO Annual Conference	169.00	R	N
7-01	Resort at Squaw Creek	6	Hotel Reservation – Bagley	CALAFCO Annual Conference	169.00	R	N
7-01	Resort at Squaw Creek	7	Hotel Reservation – Lowery – to hold for Commission	CALAFCO Annual Conference	169.00	R	N
7-01	Resort at Squaw Creek	8	Hotel Reservation – Tuerpe – to hold for Commission	CALAFCO Annual Conference	169.00	R	N
7-15	Storetrieve LLC	9	Monthly Payment	Records Maintenance and Storage	47.52	R	N
7-15	Yellow Cab – Sacramento	10	Cabfare – Rollings-McDonald	CALAFCO Board Meeting	42.08	R	N
7-15	Ontario Airport	11	Parking – Rollings-McDonald	CALAFCO Board Meeting	18.00	R	N
7-18	Panera Bread	12	Bagel's	LAFCO Hearing	13.99	R	N
7-22	Resort at Squaw Creek	13	Hotel Reservation – Lovingood	CALAFCO Annual Conference	189.00	R	N

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.

Cardholder (Print & Sign) Kathleen Rollings-McDonald	Date 8/12/13
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Approving Official (Print & Sign) James Curatalo, Chairman	Date 8/21/13
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