

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

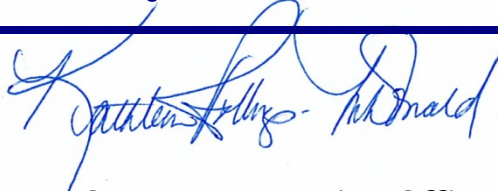
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**DATE: OCTOBER 7, 2013**

**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 September 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 August 23, 2013 through September 23, 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**

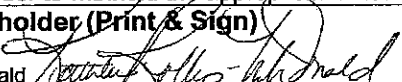
**MONTHLY PROCUREMENT CARD PURCHASE REPORT**

<b>Card Number</b> 	<b>Cardholder</b> Kathleen Rollings-McDonald	<b>Billing Period</b> 8/23/13 to -9/23/13
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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)
8/27	Resort at Squaw Creek	1	Credit – CALAFCO Conf.	CALAFCO Annual Conference	169.00	R	N
8/27	Resort at Squaw Creek	2	Credit – CALAFCO Conf.	CALAFCO Annual Conference	169.00	R	N
8/27	Resort at Squaw Creek	3	Credit – CALAFCO Conf.	CALAFCO Annual Conference	169.00	R	N
8/28	SurveyMonkey.com	4	Survey Software	Financial Indicators Survey	72.00	R	N
8/29	Storetrieve LLC	5	Monthly Payment	Record Maintenance and Storage	47.52	R	N
8/29	CA Planning & Development Report	6	Annual Payment	Subscription Payment	238.00	R	N
8/30	Thomson West	7	Monthly Payment	Law Library Updates	328.89	R	Y
8/30	Resort at Squaw Creek	8	Meal – Rollings-McDonald & Martinez	CALAFCO Annual Conference	106.15	R	N
9/02	Enterprise Rent-A- Car	9	Car Rental – Rollings-McDonald	CALAFCO Annual Conference	113.21	R	Y
9/02	Arco AM/PM	10	Gas for Car Rental – Rollings-McDonald	CALAFCO Annual Conference	31.50	R	N
9/02	SMF Dos Coyotes	11	Meal – Rollings-McDonald	CALAFCO Annual Conference	11.64	R	N
9/02	Ontario Airport	12	Parking – Rollings-McDonald	CALAFCO Annual Conference	72.00	R	N
9/02	Resort at Squaw Creek	13	Hotel Room - Bagley	CALAFCO Annual Conference	415.46	R	Y
9/02	Resort at Squaw Creek	14	Hotel Room - Martinez	CALAFCO Annual Conference	69.94	R	Y
9/02	Resort at Squaw Creek	15	Hotel Room – Rollings-McDonald	CALAFCO Annual Conference	415.46	R	Y

Date	Vendor Name	Receipt/ Invoice No.	Item Description	Purpose	\$ Amount	Reconciled (R) Disputed (D)	Sales Tax Included on
9/02	Resort at Squaw Creek	16	Hotel Room - Curatalo	CALAFCO Annual Conference	260.64	R	Y
9/02	Resort at Squaw Creek	17	Hotel Room -- Martinez	CALAFCO Annual Conference	540.34	R	Y
9/19	Panera Bread	18	Bagels	LAFCO Hearing	13.99	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.

<b>Cardholder (Print &amp; Sign)</b>	<b>Date</b>
Kathleen Rollings-McDonald 	10/7/13

<b>Approving Official (Print &amp; Sign)</b>	<b>Date</b>
James Curatalo, Chairman	10/16/13