

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

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**DATE: NOVEMBER 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 October 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 September 24, 2013 through October 22, 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>	<b>Cardholder</b> Kathleen Rollings-McDonald	<b>Billing Period</b> 9/23/13 to -10/22/13
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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)
9-25	Verizon	1	Payment – Phone Bill	Phone Line for Alarm	41.45	R	Y
9-25	Thomas West	2	Monthly Payment	Law Library Updates	323.68	R	Y
9-27	Storetrieve LLC	3	Monthly Payment	Records Storage and Maintenance	47.52	R	N
10-17	Panera Bread	4	Bagels	LAFCO Hearing	13.99	R	N
10-21	Southwest Airlines	5	Airfare – Martinez	CALAFCO Board Meeting	3.00	R	Y
10-21	Southwest Airlines	6	Airfare – Curatalo	CALAFCO Board Meeting	312.30	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> 11/7/13
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<b>Approving Official (Print &amp; Sign)</b> James Curatalo, Chairman	<b>Date</b> 11/20/13
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