

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

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DATE: JANUARY 6, 2014

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 November 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 October 23, 2013 through November 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

Card Number	Cardholder Kathleen Rollings-McDonald	Billing Period 10/23/13 to 11/22/13
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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)
10-25	Verizon	1	Payment – Phone Bill	Phone Line for Alarm	35.54	R	Y
10-25	Thomas West	2	Monthly Payment	Law Library Updates	161.84	R	Y
10-28	Storetrieve LLC	3	Monthly Payment	Records Storage and Maintenance	47.52	R	N
11-06	Southwest Airlines	4	Airfare – Lowery	CALAFCO University	324.30	R	Y
11-06	Best Best & Krieger	5	Registration – Lowery	Filing Officers Training	75.00	R	N
11-14	Southwest Airlines	6	Airfare – Rollings- McDonald	LAFCO Symposium	151.30	R	Y
11-18	Southwest Airlines	7	Airfare – Martinez	CALAFCO Staff Meeting	181.30	R	Y
11-21	Panera Bread	8	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.

Cardholder (Print & Sign) Kathleen Rollings-McDonald <i>Kathleen Rollings McDonald</i>	Date 12/17/13
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Approving Official (Print & Sign) James Curatalo, Chairman	Date 1/15/14
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