

LOCAL AGENCY FORMATION COMMISSION FOR SAN BERNARDINO COUNTY

215 North D Street, Suite 204, San Bernardino, CA 92415-0490
(909) 383-9900 • Fax (909) 383-9901
E-MAIL: lafco@lafco.sbcounty.gov
www.sbclafco.org

DATE: FEBRUARY 10, 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 December 2013 and January 2014 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 November 23, 2013 through December 22, 2013 and December 23, 2013 through January 22, 2014.

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

ATTACHMENT G

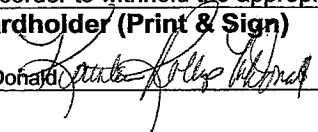
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MONTHLY PROCUREMENT CARD PURCHASE REPORT

Card Number	Cardholder	Billing Period
	Kathleen Rollings-McDonald	11/23/13 to 12/22/13

Date	Vendor Name	Receipt/ Invoice No.	Item Description	Purpose	\$ Amount	Reconciled (R) Disputed (D)	Sales Tax Included on invoice (Yes or No)
11-27	Verizon	1	Payment – Phone Bill	Phone Line for Alarm	35.57	R	Y
11-27	Thomson West	2	Monthly Payment	Law Library Updates	161.84	R	Y
11-29	Survey Monkey	3	Subscription Renewal	Professional Survey Provider	72.00	R	N
12-5	Storetrieve LLC	4	Monthly Payment	Records Storage and Maintenance	106.20	R	N
12-9	Southwest	5	Airfare – Rollings-McDonald	LAFCO Symposium	138.00	R	Y
12-10	Sitoe Long Island	6	Cabfare – Rollings-McDonald	LAFCO Symposium	36.00	R	N
12-10	Yellow Cab of Sacramento	7	Cabfare – Rollings-McDonald	LAFCO Symposium	11.20	R	N
12-11	Holiday Inn	8	Hotel – Rollings-McDonald	LAFCO Symposium	117.30	R	Y
12-11	Cypress Grille	9	Meal – Rollings-McDonald	LAFCO Symposium	17.09	R	Y
12-11	SMF Dos Coyotes	10	Meal – Rollings-McDonald	LAFCO Symposium	12.18	R	Y
12-18	Thomson West	11	Monthly Payment	Law Library Updates	161.84	R	Y
12-19	Verizon	12	Payment – Phone Bill	Phone Line for Alarm	35.57	R	Y
12-23	Storetrieve LLC	13	Monthly Payment	Records Storage and Maintenance	47.52	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)	Date
Kathleen Rollings-McDonald 	2/10/14

Approving Official (Print & Sign)	Date
James Curatalo, Chairman	2/19/14



COUNTY OF SAN BERNARDINO
PROCUREMENT CARD PROGRAM

ATTACHMENT G

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MONTHLY PROCUREMENT CARD PURCHASE REPORT

Card Number	Cardholder Kathleen Rollings-McDonald	Billing Period 12/23/13 to 1/22/14
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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)
1-13	CA Special Districts Assoc.	1	Finance Webinars – Rollings-McDonald & Tuerpe	Finance Training	552.00	R	N
1-13	Southwest	2	Airfare – Rollings-McDonald	CALAFCO Legislative Committee Meeting	354.50	R	Y
1-16	Panera Bread	3	Bagels	LAFCO Hearing	13.99	R	N
1-16	Southwest	4	Airfare – Rollings-McDonald	CALAFCO Staff Workshop	196.50	R	Y
1-16	Southwest	5	Airfare – Lowery	CALAFCO Staff Workshop	217.50	R	Y
1-16	Southwest	6	Airfare – Martinez	CALAFCO Staff Workshop	217.50	R	Y
1-20	Storetrieve LLC	7	Monthly Payment	Records Storage and Maintance	47.52	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 2/10/14	Approving Official (Print & Sign) James Curatalo, Chairman	Date 2/19/14
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