

LOCAL AGENCY FORMATION COMMISSION FOR SAN BERNARDINO COUNTY

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DATE: MARCH 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 February 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 January 23, 2014 through February 23, 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 [REDACTED]	Cardholder Kathleen Rollings-McDonald	Billing Period 1/23/14 to 2/23/14
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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)
1/27	Sitoe Long Island	1	CabFare – Rollings-McDonald	CALAFCO Legislative Committee	38.00	R	N
1/27	Holiday Inn	2	Hotel – Rollings-McDonald	CALAFCO Legislative Committee	141.95	R	Y
1/27	Cypress Grille	3	Meal – Rollings-McDonald	CALAFCO Legislative Committee	14.47	R	Y
1/27	Dos Coyotes	4	Meal – Rollings-McDonald	CALAFCO Legislative Committee	11.10	R	Y
1/27	Thomson West	5	Monthly Payment	Law Library Updates	161.84	R	Y
1/28	Verizon	6	Payment –Phone Bill	Phone line for Alarm	35.70	R	Y
1/29	Metrolink	7	Train Fare – Rollings-McDonald	CCL Annual Meeting	26.50	R	N
2/05	Survivor Industries	8	Emergency Kits for staff	Disaster Preparedness	482.87	R	Y
2/12	Eventbrite	9	Registration – Rollings-McDonald & Martinez	State of the County	100	R	N
2/24	Thomson West	10	Monthly Payment	Law Library Updates	161.84	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.

Cardholder (Print & Sign) Kathleen Rollings-McDonald <i>Kathleen Rollings-McDonald</i>	Date 3/10/14	Approving Official (Print & Sign) James Curatalo, Chairman	Date 3/19/14
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