LOCAL AGENCY FORMATION COMMISSION FOR SAN BERNARDINO COUNTY

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DATE: APRIL 7, 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 and Expense Claim for March 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 February 24, 2014 through March 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

Page 1 of 1

MONTHLY PROCUREMENT CARD PURCHASE REPORT

Card Number	Cardholder	Billing Period		
	Kathleen Rollings-McDonald	2/24/14 to 3/23/14		

Date	Vendor Name	Receipt/ Invoice No.	ltem Description	Purpose	\$ Amount	Reconciled (R) Disputed (D)	Sales Tax Included on invoice (Yes or No)
2-26	Storetrieve	1	Monthly Payment	Records Storage and Maintance	47.52	R	Ń
2-27	Eventbrite	2	Registration – Tuerpe	State of the County	50.00	R	N
2-28	Survey Monkey	3	Subscription Renewal	Professional Survey Provider	72.00	R	N
3-17	Orange County Parking	4	Parking – Rollings-McDonald	Orange LAFCO Strategic Planning Meeting	6.00	R	N
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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.

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Cardholder (Print & Sign)	Date	Approving Official (Print & Sign)	Date
Kould Kell Jala II	4/7/14		4/16/14
Kathleen Rollings-McDonald / Charles & Charles In Applicated	-17.77	James Curatalo, Chairman	

DETAIL SUPPORT FOR EMPLOYEE REIMBURSEMENT

TO BE COMPLETED BY EMPLOYEE

Employee No.		г	1179	Phone No.	o. <u>909-383-9900</u>	For the Mo	onth of	Februa	y 19, 2014 thi	ough April 3, 2014
Occup. Unit		E	xempt							
Assigned Hdqtrs.		San B	ernardino (City)		Principal	l place of resi	idence		(City)	Redlands
	WHEN		PRIVATE	WHERE	WHY		B		S, LODGING AND	OTHER EXPENSES
Date	Time From	Time To	MILEAGE	City of Destination	Purpose Meeting with CSD - to discuss	s	D	Amount	E	xpense Item
03/05/14				Phelan Pinon Hills	Broadband and Sewer Service	es		8.39	Dinner - McD	onald
03/31/14				Indian Wells	SCAG Regional Conference			150.00	Training/Con	ference Attendance
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TOTAL MILES THI	IS CLAIM:		0	¢ =\$			MILE	AGE AMOUNT	EXPENSES	7
						SUB TOTAL	\$		\$ 158.39]
					LESS	S ADVANCE				TOTAL CLAIM
						TOTAL	\$		\$ 158.39	\$ 158.39
The undersigned decithat no part thereof haby the County.	ares under pe as been previo	nalty of perjur	y that the exclaiming reim	penses hereon claimed were bursement for private auto m	necessary in attending to County Busin ileage, I hereby certify that I have a valid	ness in conform d California Dri Authorized S	ver's Lic	cense and that	stablished by the I carry vehicle lia	Board of Supervisors, an bility insurance as require
/						James V. C	uratalo			