

**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: JUNE 9, 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 May 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 April 23, 2014 through May 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**

MONTHLY PROCUREMENT CARD PURCHASE REPORT

Card Number [REDACTED]	Cardholder Kathleen Rollings-McDonald	Billing Period 4/23/14 to 5/22/14
----------------------------------	---	---

Date	Vendor Name	Receipt/ Invoice No.	Item Description	Purpose	\$ Amount	Reconciled (R) Disputed (D)	Sales Tax Included on invoice (Yes or No)
04-24	Verizon	1	Payment – Phone Bill	Phone Line for Alarm	112.51	R	Y
04-24	Thomas West	2	Monthly Payment	Law Library Updates	161.81	R	N
04-24	TXP Get Ride	3	CabFare – Rollings-McDonald, Lowery	CALAFCO Staff Workshop	77.02	R	Y
04-28	Doubletree Berkeley	4	Hotel – Lowery	CALAFCO Staff Workshop	316.60	R	Y
04-28	Doubletree Berkeley	5	Hotel – Rollings-McDonald	CALAFCO Staff Workshop	381.16	R	Y
04-28	Otaez at Airport	6	Lunch – Rollings-McDonald, Lowery	CALAFCO Staff Workshop	24.50	R	Y
04-28	Storetrieve	7	Monthly Payment	Records Storage and Maintenance	47.52	R	N
04-30	Southwest	8	Airfare - Martinez	CALAFCO Board of Directors Meeting	441.50	R	N
05-22	Paypal	9	Registration - Tuerpe	CA Urban Water Conserv. Council	55.00	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 6/10/14
--	------------------------

Approving Official (Print & Sign) James Curatalo, Chairman	Date 6/18/14
--	------------------------