

LOCAL AGENCY FORMATION COMMISSION FOR SAN BERNARDINO COUNTY

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DATE: SEPTEMBER 8, 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 July and August 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 June 23, 2014 through July 22, 2014 and July 23, 2014 through August 22, 2014.

It is recommended that the Commission approve the Executive Officer’s expense report as shown on the attachments.

KRM/rc1

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 6/23/14 to 7/22/14
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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)
6/26/14	Thomas West	1	Monthly Payment	Law Library Updates	169.92	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	Date 8/21/14	Approving Official (Print & Sign) James Curatalo, Chairman	Date 9/17/14
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COUNTY OF SAN BERNARDINO
PROCUREMENT CARD PROGRAM

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MONTHLY PROCUREMENT CARD PURCHASE REPORT

Card Number [REDACTED]	Cardholder Kathleen Rollings-McDonald	Billing Period 7/23/14 to 8/22/14
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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)
8/07/14	Verizon	1	Payment – Phone Bill	Phone Line for Alarm	41.43	R	Y
8/07/14	Thomson West	2	Monthly Payment	Law Library Updates	169.92	R	N
8/11/14	Storetrieve	3	Monthly Payment	Records Storage and Maintenance	95.04	R	N
8/11/14	CA Planning & Development Report	4	Annual Payment	Subscription Payment	238.00	R	N
8/14/14	BIA/Baldy View	5	Registration – Rollings- McDonald/Martinez	2014 SBC Water Conf.	190.00	R	N
8/15/14	Microsoftstore	6	Tablet Computers (3)	Updated Computers for Management Staff	2,739.94	R	Y
8/21/14	Starbucks	7	Coffee and Pastries	Meeting w/ Daggett, Newberry & Yermo CSDs	54.00	R	N
8/21/14	Thomson West	8	Monthly Payment	Law Library Updates	169.92	R	N
8/22/14	Solano Press	9	The Open Space & Land Conservation Handbook	Publication	82.96	R	Y
8/22/14	Verizon	10	Payment – Phone Bill	Phone Line for Alarm	35.86	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	Date 9/8/14	Approving Official (Print & Sign) James Curatalo, Chairman	Date 9/17/14
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