

# LOCAL AGENCY FORMATION COMMISSION FOR SAN BERNARDINO COUNTY

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**DATE: OCTOBER 8, 2014**

**FROM: KATHLEEN ROLLINGS-McDONALD, Executive Officer**



**TO: LOCAL AGENCY FORMATION COMMISSION**

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**SUBJECT: AGENDA ITEM #2 – APPROVAL OF EXECUTIVE OFFICER’S  
EXPENSE REPORT**

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## **RECOMMENDATION:**

Approve the Executive Officer’s Expense Report for Procurement Card Purchases for September 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 August 23, 2014 through September 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 [REDACTED]	Cardholder Kathleen Rollings-McDonald	Billing Period 8/23/14 to 9/22/14
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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)
8/25/14	Storetrieve	1	Monthly Payment	Records Storage and Maintenance	95.04	R	N
8/25/14	CSUSB	2	Parking	SBC Water Conference	5.00	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.

<b>Cardholder (Print &amp; Sign)</b> Kathleen Rollings-McDonald	<b>Date</b> 10/7/14	<b>Approving Official (Print &amp; Sign)</b> James Curatalo, Chairman	<b>Date</b> 10/22/14
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