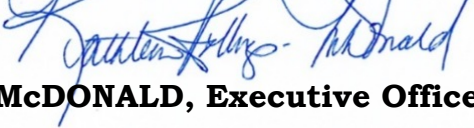


LOCAL AGENCY FORMATION COMMISSION FOR SAN BERNARDINO COUNTY

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DATE: MARCH 9, 2015 
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 January and February 2015 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 December 23, 2014 through January 22, 2015 and January 23, 2015 through February 22, 2015.

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

Page 1 of 1

MONTHLY PROCUREMENT CARD PURCHASE REPORT

Card Number [REDACTED]	Cardholder Kathleen Rollings-McDonald	Billing Period 12/23/14 to 1/22/15
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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)
1/08	Southwest Airlines	1	Airfare – Kathleen Rollings-McDonald	CALAFCO Leg Committee Meeting	311.70	R	N
1/08	TLF City Florist	2	Flower Arrangement	For Hospitalized Staff Member	69.98	R	Y
1/15	Westin San Diego	3	Credit for Disputed Item	Credit for Disputed Item	16.21	R	N
1/19	California Society of Municipal Finance Officers	4	Registration – Tuerpe & Martinez	2015 Inland Empire Outlook Presentation	50.00	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	Date 2/23/15	Approving Official (Print & Sign) James Curatalo, Chairman	Date 3/18/15
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MONTHLY PROCUREMENT CARD PURCHASE REPORT

Card Number [REDACTED]	Cardholder Kathleen Rollings-McDonald	Billing Period 1/23/15 to 2/22/15
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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)
1-26	Sitoe Long Island	1	Cab Fare – Rollings-McDonald	CALAFCO Leg Committee	37.50	R	N
1-26	Park N Fly	2	Parking Fee – Rollings-McDonald	CALAFCO Leg Committee	23.50	R	N
1-26	Holiday Inn – Capitol Plaza	3	Hotel – Rollings-McDonald	CALAFCO Leg Committee	150.05	R	Y
1-26	Cypress Grille	4	Meal – Rollings-McDonald	CALAFCO Leg Committee	18.71	R	N
1-28	Metrolink	5	Train Fare – Rollings-McDonald	CCL Annual Summit	26.50	R	N
1-30	EB State of the County	6	Registration – Tuerpe, Martinez, Rollings-McDonald	State of the County 2015	105.00	R	N
2-2	Marriott	7	Hotel – Rollings-McDonald	CALAFCO Board Meeting	177.95	R	Y
2-4	Thompson West	8	Monthly Payment	Law Library Updates	169.92	R	N
2-9	Storetrieve	9	Monthly Payment	Record and Storage Management	49.52	R	N
2-10	Jolly Giant Software	10	Software	Update for FAS System	370.00	R	N
2-13	Southwest	11	Air Fare – Rollings-McDonald	CALAFCO Disincorporation Meeting	395.70	R	N
2-16	Southwest	12	Air Fare – Serrano	CALAFCO Staff Workshop	195.70	R	N
2-19	Sitoe Long Island	13	Cab Fare – Rollings-McDonald	CALAFCO Disincorporation Meeting	39.60	R	N
2-19	SQ Diamond Cab	14	Cab Fare – Rollings-McDonald	CALAFCO Disincorporation Meeting	48.00	R	N
2-20	Park and Fly	15	Parking – Rollings-McDonald	CALAFCO Disincorporation Meeting	10.25	R	N
2-23	Water Education	16	Registration – Tuerpe	American Ground Water Trust Meeting	30.00	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	Date 3/9/15
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Approving Official (Print & Sign) James Curatalo, Chairman	Date 3/18/15
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