

**LOCAL AGENCY FORMATION COMMISSION  
FOR SAN BERNARDINO COUNTY**

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**DATE:**       **APRIL 6, 2015**

**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 March 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 February 23, 2015 through March 22, 2015.

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**

<b>Card Number</b> [REDACTED]	<b>Cardholder</b> Kathleen Rollings-McDonald	<b>Billing Period</b> 2/23/15 to 3/22/15
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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)
2-24	H & L Charter	1	Charter Bus for Commission Tour	Tour of Conservation Water Districts	605.00	R	Y
2-26	Storetrieve	2	Monthly Payment	Record and Storage Management	47.52	R	N
2-27	Southwest	3	Air Fare – Rollings-McDonald	CALAFCO Disincorporation Meeting	402.70	R	N
3-2	Best Best & Krieger LLP	4	Registration – Lowery	Guide to Public Law Training	75.00	R	N
3-3	Panera Bread	5	Meal – for Commission Tour	Tour of Conservation Water Districts	289.73	R	Y
3-10	Thompson West	6	Monthly Payment	Law Library Updates	169.92	R	N
3-11	H & L Charter	7	Charter Bus for Commission Tour	Tour of Conservation Water Districts	132.50	R	Y
3-12	Sitoea Long Island	8	Cab Fare – Rollings-McDonald	CALAFCO Disincorporation Meeting	39.00	R	N
3-12	Park N Fly	9	Parking Fee – Rollings-McDonald	CALAFCO Disincorporation Meeting	19.50	R	N
3-13	PayPal - Victorville	10	Registration – Tuerpe & Martinez	High Desert Water Summit	22.48	R	N
3-13	Hyatt Hotel - Sacramento	11	Hotel – Rollings-McDonald	CALAFCO Disincorporation Meeting	392.87	R	Y
3-16	Storetrieve	2	Monthly Payment	Record and Storage Management	47.52	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 <i>Kathleen Rollings-McDonald</i>	<b>Date</b> 4/6/15
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<b>Approving Official (Print &amp; Sign)</b> James Curatalo, Chairman	<b>Date</b> 4/15/15
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