

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: MAY 11, 2015
FROM: KATHLEEN ROLLINGS-McDONALD, Executive Officer
TO: LOCAL AGENCY FORMATION COMMISSION

**SUBJECT: AGENDA ITEM #4 – APPROVAL OF EXECUTIVE OFFICER’S
EXPENSE REPORT**

RECOMMENDATION:

Approve the Executive Officer’s Expense Report for Procurement Card Purchases for April 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 March 23, 2015 through April 22, 2015.

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

KRM/rcl

Attachments



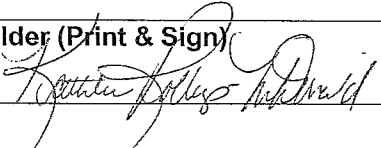
COUNTY OF SAN BERNARDINO
PROCUREMENT CARD PROGRAM

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MONTHLY PROCUREMENT CARD PURCHASE REPORT

Card Number [REDACTED]		Cardholder Kathleen Rollings-McDonald			Billing Period 3/23/15 to 4/22/15		
Date	Vendor Name	Receipt/ Invoice No.	Item Description	Purpose	\$ Amount	Reconciled (R) Disputed (D)	Sales Tax Included on invoice (Yes or No)
3-24	Advanced Copy Systems	1	Monthly Payment	Sharp Photo Copier	907.14	R	Y
3-25	The Mexico Cafe	2	Meal – Rollings-McDonald	Meeting with BBCCSP	16.84	R	N
3-27	Paypal Southern Cal	3	Registration – Rollings-McDonald	SCAG – Conference Registration	250.00	R	N
3-27	Thomson West	4	Monthly Payment	Law Library Updates	169.92	R	N
4-06	Southwest	5	Air Fare – Rollings-McDonald	ALGC Committee Meeting on AB 851	278.50	R	N
4-08	Southwest	6	Air Fare – Rollings-McDonald	CALAFCO Legislative Meeting	303.50	R	N
4-13	CDW Government	7	Adobe Software	Software Upgrade	609.00	R	N
4-20	Grass Valley Courtyard Suites	8	Hotel - Serrano	CALAFCO Annual Staff Conference	365.10	R	Y
4-22	Southwest	9	Air Fare – Rollings-McDonald	CALAFCO Disincorporation Meeting	97.50	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 5/5/15
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Approving Official (Print & Sign) James Curatalo, Chairman	Date 5/20/15
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