

LOCAL AGENCY FORMATION COMMISSION FOR SAN BERNARDINO COUNTY

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DATE : JULY 6, 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 and expense claim for May and June 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 April 23, 2015 through May 22, 2015 and May 23, 2015 through June 22, 2015.

A copy of the Executive Officer's Travel Claim is also provided for the Commission's approval.

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

KRM/rci

Attachments

TO BE COMPLETED BY EMPLOYEE

[illegible]

TOTAL MILES THIS CLAIM: 0 ¢ = \$

	MILEAGE AMOUNT	EXPENSES	
SUB TOTAL	\$	\$ 82.84	
LESS ADVANCE			TOTAL CLAIM
TOTAL	\$	\$ 82.84	\$ 82.84

The undersigned declares under penalty of perjury that the expenses hereon claimed were necessary in attending to County Business in conformity with the policies established by the Board of Supervisors, and that no part thereof has been previously paid. In claiming reimbursement for private auto mileage, I hereby certify that I have a valid California Driver's License and that I carry vehicle liability insurance as required by the County.

Signed

Claimant

Mall Code

Date _____

Approved

Authorized Signer (Print and Sign)

James V. Curatalo



COUNTY OF SAN BERNARDINO
PROCUREMENT CARD PROGRAM

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MONTHLY PROCUREMENT CARD PURCHASE REPORT

Card Number	Cardholder	Billing Period
[REDACTED]	Kathleen Rollings-McDonald	4/23/15 to 5/22/15

Date	Vendor Name	Receipt/ Invoice No.	Item Description	Purpose	\$ Amount	Reconciled (R) Disputed (D)	Sales Tax Included on invoice (Yes or No)
4-23	Sitoea Long Island Cab	1	Cab Fare – Rollings-McDonald	ALGC Committee - Sacramento	39.60	R	N
4-23	SQ Taxilimo	2	Cab Fare – Rollings-McDonald	ALGC Committee - Sacramento	47.00	R	N
4-24	Park N Fly – Ontario	3	Parking – Rollings-McDonald	ALGC Committee - Sacramento	10.25	R	N
5-1	Thomson West	4	Monthly Payment	Law Library Updates	169.92	R	N
5-5	Advanced Copy Systems	5	Monthly Payment	Sharp Photo Copier	526.78	R	Y
5-5	Advanced Copy Systems	6	Monthly Payment	Sharp Photo Copier	477.46	R	Y
5-12	Crew Network	7	Registration Fee	Tapping into Water Resources Forum	75.00	R	N
5-12	Advanced Copy Systems	8	Monthly Payment	Sharp Photo Copier	459.78	R	Y
5-14	Storeretrieve	9	Monthly Payment P	Records and Storage Maintenance	47.52	R	N
5-14	Alfredo's Pizza and Pasta	10	Lunch for CCL Clerks Group	CCL Clerks User Meeting	43.20	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)	Date
Kathleen Rollings-McDonald <i>Kathleen Rollings McDonald</i>	6/4/15

Approving Official (Print & Sign)	Date
James Curatalo, Chairman	7/15/15



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 5/23/15 to 6/22/15	
Date	Vendor Name	Receipt/ Invoice No.	Item Description	Purpose	\$ Amount	Reconciled (R) Disputed (D)	Sales Tax Included on invoice (Yes or No)
6-3	Southwest Airlines	1	Credit- Airfare – Martinez	CALAFCO U	218.50CR	R	N
6-3	Southwest Airlines	2	Credit- Airfare – Rollings-McDonald	CALAFCO U	218.50CR	R	N
6-3	Southwest Airlines	3	Airfare – Martinez	CALAFCO U	218.50	R	N
6-3	Southwest Airlines	4	Airfare – Rollings-McDonald	CALAFCO U	218.50	R	N
6-12	Southwest Airlines	5	Airfare – Rollings-McDonald	CALAFCO ^{Dis} Incorp. Meeting	71.01	R	N
6-17	Verizon	6	Payment – Phone Bill	Phone Line for Alarm	115.17	R	Y
6-17	Thomson West	7	Monthly Payment	Law Library Updates	169.92	R	N
6-18	Storeretrieve	8	Monthly Payment	Records and Storage Maintenance	154.24	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 7/2/15
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Approving Official (Print & Sign) James Curatalo, Chairman	Date 7/15/15
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