# LOCAL AGENCY FORMATION COMMISSION FOR SAN BERNARDINO COUNTY

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DATE: JULY 6, 2015

FROM: KATHLEEN ROLLINGS-M¢DONALD, 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/rcl

**Attachments** 

### DETAIL SUPPORT FOR EMPLOYEE REIMBURSEMENT

# TO BE COMPLETED BY EMPLOYEE

nployee No. r1179		Pnc	Phone No. 909-383-9900 For the Month of				. Jun-15					
Occup. Unit Exempt												
San Bernardino				<del>.</del>		Principal place of residence			Redlands (City)			
WHEN			MUEDE		10/11		B   NEA			S C LODGING AND OTHER EVRENCES		
Time From	Time To	PRIVATE MILEAGE		on			L D	Amount				
			San Bernardino		Special District Assoc	iation Meeting		35.00	Dinne	er - Rolling	ıs-McDona	ıld
			Sacramento		Senate Government I	Finance Committee		35.50	Dinne	er - Rolling	s-McDona	ıld
			Sacramento		Senate Government I	Finance Committee		12.34	Lunc	n - Rolling	s-McDona	ld
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IS CLAIM.			۴	-	Ψ		MILE	AGE AMOUNT	EXF	ENSES		
						SUB TOTAL	\$		\$	82.84		
						LESS ADVANCE					TOTAL	CLAIM
						TOTAL	\$		\$	82.84	\$	82.84
as been previo Tilbert M	busly paid. In.	y that the exclaiming rein	penses hereon claime bursement for private , , Mall Code	d were nauto mile	ecessary in attending to Co page, I hereby certify that I h	ave a valid California Driv	ver's Lic	cense and that	stablish I carry	ed by the Bovehicle liabil	oard of Super Ity insurance	visors, and as required
	Is CLAIM:	San B  WHEN Time From Time To  Is CLAIM:	San Bernardino (Olty)  WHEN PRIVATE Time From Time To MILEAGE  Solution In Color of Design of De	San Bernardino (City)  WHEN PRIVATE WHERE Time From Time To MILEAGE City of Destinati San Bernardino Sacramento	WHEN PRIVATE City of Destination  San Bernardino  San Bernardino  San Bernardino  Sacramento  Sacramen	San Bernardino (CRU)  WHEN PRIVATE City of Destination Special District Assoc San Bernardino Senate Government I Sacramento	San Bernardino  City  WHEN  Trine From  Time To  BILEAGE  Saramento  Saramento  Senate Government Finance Committee  Sacramento  Sacramento  Senate Government Finance Committee  Sacramento  Sacramento  Sacramento  Sacramento  Senate Government Finance Committee  Sacramento  S	San Bernardino  (Say)  WHEN   PRIVATE   WHERE   WHYY   B   L   Time from   Time To   MLEAGE   City of Gesthasten   Separate   Separa	San Bernardino (Obj)  WHEN Trius From Time To MILEAGE City of Destination Purpose San Bernardino Special District Association Meeting 35.00 Sacramento Senate Government Finance Committee 36.50 Sacramento Senate Government Finance Committee 12.34  San Bernardino Senate Government Finance Committee 12.34  Sacramento Senate Government Finance Committee 12.34  In the Committee In t	San Bernardino Risto WHEN Time From Time To MEAGE San Bernardino San Bernardino Special District Association Meeting 35.00 Dinne Sacramento Senate Government Finance Committee 12.34 Lunci Sacramento Senate Government Finance Committee 12.35 Lunci Sacramento Sacramento Senate Government Finance Committee 12.34 Lunci Sacramento Sacramento Senate Government Finance Committee 12.35 Lunci Sacramento Sacramento Sacramento Senate Government Finance Committee 12.34 Lunci Sacramento Sacramento Sacramento Sacramento Senate Government Finance Committee 12.34 Lunci Sacramento Sacrament	San Bemardino Principal place of residence Res Note Note Note Note Note Note Note Note	San Bemardino  WHEN  PROVIDE  Tries To  Time To  San San Semandino  Special District Association Meeting  Sacramento  Senate Government Finance Committee  12.34 Lunch - Rollings-McDons  Lunch - Rollings-McDons  Sacramento  Senate Government Finance Committee  12.34 Lunch - Rollings-McDons  Sacramento  Senate Government Finance Committee  12.34 Lunch - Rollings-McDons  Sacramento  Senate Government Finance Committee  12.34 Lunch - Rollings-McDons  Senate Government Finance Committee  12.35 So



# COUNTY OF SAN BERNARDINO PROCUREMENT CARD PROGRAM

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### MONTHLY PROCUREMENT CARD PURCHASE REPORT

Card Number	Cardholder	Billing Period
	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)
Date	Torradi Harris	110.	Description	ALGC Committee -	Ψ Amount	Disputed (D)	110)
4-23	Sitoa Long Island Cab	1	Cab Fare - Rollings-McDonald	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	Υ
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	Υ
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-McDonatd / Albur Holl Man In It	6/4/15
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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	Cardholder	Billing Period
	Kathleen Rollings-McDonald	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	کټر CALAFCO Incorp. Meeting	71.01	R	N
6-17	Verizon	6	Payment – Phone Bill	Phone Line for Alarm	115.17	R	Υ
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 (Pfint & Sign)	Date
Kathleen Rollings-McDonald Toutle Tylles M. Males	7/2/15

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