LOCAL AGENCY FORMATION COMMISSION FOR SAN BERNARDINO COUNTY

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DATE: AUGUST 11, 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 July 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 June 23, 2015 through July 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



COUNTY OF SAN BERNARDINO PROCUREMENT CARD PROGRAM

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MONTHLY PROCUREMENT CARD PURCHASE REPORT

Card Number	Cardholder	Billing Period
	Kathleen Rollings-McDonald	6/23/15 to 7/22/15

Date	Vendor Name	Receipt/ Invoice No.	Item Description	Purpose	\$ Amount	Reconciled (R) Disputed (D)	Sales Tax Included on invoice (Yes or No)
6-24	Advanced Copy Systems	1	Monthly Payment	Sharp Photo Copier	509.37	R	Y
6-25	Sitoa Long Island Cab	2	Cab Fare – Rollings-McDonald	Senate & Finance Committee Meeting/SAC	38.50	R	N
6-26	Sitoa Long Island Cab	3	Cab Fare – Rollings-McDonald	Senate & Finance Committee Meeting/SAC	37.80	R	N
6-26	Park N Fly	4	Parking – Rollings-McDonald	Senate & Finance Committee Meeting/SAC	20.50	R	N
6-29	Hyatt Hotels Sacramento	5	Hotel – Rollings-McDonald	Senate & Finance Committee Meeting/SAC	229.00	R	Υ
6-29	Hyatt Hotels Sacramento	6	Rollings-McDonald	Senate & Finance Committee Meeting/SAC	23.87	R	N
6-29	Morningside Florist	7	Flowers for Grave Site	Funeral Service for Staff Member Parent	59.63	R	Y
7-13	Storetrieve LLC	8	Monthly Payment	Records and Storage Maintenance	49.03	R	N
7-15	BIA/Baldy View	.9	Registration – Tuerpe	2015 SBC Water Conference	95.00	R	N
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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 Halling hat My lat	8-11-15	Ja
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Approving Official (Print & Sign)	Date
James Curatalo, Chairman	8/19/15

DETAIL SUPPORT FOR EMPLOYEE REIMBURSEMENT

TO BE COMPLETED BY EMPLOYEE

Employee No. r1179				Phone No. 909-383-9900 For the Month of						Jul-15					
Occup. Unit		E:	kempt												
Assigned Hoqtrs.		San B	ernardino (City)			Principal place of resider			idence	nce Redlands					
	WHEN			WHER	F	T T	WHY		B	MEAL	S. LODGING	AND OTHER	EXPENSES	s	
Date	Time From	Time To	PRIVATE MILEAGE	City of Dest			Purpose		D	Amount		Expense			
07/30/15				San Diego		CALAFCO Boa	ard Meeting			25.38	Dinner -	Rollings-N	/icDonald	1	
07/31/15				San Diego		CALAFCO Boa	ard Meeting			7.65	Breakfa	st - Rolling	s-McDor	ıald	
		 													
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TOTAL MILES THI	S CLAIM:		0	¢	=	\$			MILEA	GE AMOUNT	EXPENS	SES			
								SUB TOTAL				3.03			
							LES	S ADVANCE					TOTAL CLA	MIA	
								TOTAL	\$		\$ 3:	3.03 \$		33.03	
The undersigned deck that no part thereof ha by the County.	s been preylo tuffly	palty of perjuicusly paid in	ruld	bursement for priva	imed were n ate auto mile	eage, I hereby certify	ng to County Busi that I have a val	iness in conform lid California Driv Authorized S	ver's Lic	ense and that	stablished b	y the Board cle liability ins	of Supervis surance as	ors, and required	
V								James V. Ci	uratalo						