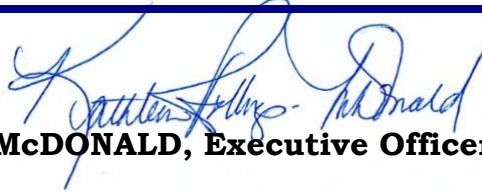


**LOCAL AGENCY FORMATION COMMISSION
FOR SAN BERNARDINO COUNTY**

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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**

MONTHLY PROCUREMENT CARD PURCHASE REPORT

Card Number [REDACTED]	Cardholder Kathleen Rollings-McDonald	Billing Period 6/23/15 to 7/22/15
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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)
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	Y
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

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 8-11-15
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Approving Official (Print & Sign) James Curatalo, Chairman	Date 8/19/15
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