

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

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DATE: SEPTEMBER 9, 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 August 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 July 23, 2015 through August 24, 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**

MONTHLY PROCUREMENT CARD PURCHASE REPORT

Card Number [REDACTED]		Cardholder Kathleen Rollings-McDonald			Billing Period 7/22/15 to 8/24/15		
Date	Vendor Name	Receipt/ Invoice No.	Item Description	Purpose	\$ Amount	Reconciled (R) Disputed (D)	Sales Tax Included on invoice (Yes or No)
7-23	EB CALAFCO 2015	1	Ticket to CALAFCO EVENT	CALAFCO Annual Conf.	30.53	R	N
7-29	Paxata Inc	2	Software License	Data Preparation Software	3000.00	R	N
7-29	Thomas West	3	Monthly Payment	Law Library Updates	178.42	R	N
7-31	Advanced Copy Systems	4	Monthly Payment	Sharp Photo Copier	462.67	R	Y
8-03	Westin San Diego	5	Hotel – Rollings-McDonald	CALAFCO Board Meeting	204.03	R	Y
8-06	Dibs safe and Lock Service	6	Re-keying of Phone Closet	New Phone System Installation	53.60	R	Y
8-06	Sizzler Restaurant	7	Dinner – Rollings-McDonald	Meeting with 29 Palms Water/FPD	30.22	R	N
8-10	Southwest Airlines	8	Air Fare – Rollings-McDonald	CALAFCO Annual Conf.	196.50	R	N
8-10	Southwest Airlines	9	Air Fare – Samuel Martinez	CALAFCO Annual Conf.	219.49	R	N
8-10	Southwest Airlines	10	Air Fare – James Curatalo	CALAFCO Annual Conf.	196.50	R	N
8-10	Southwest Airlines	11	Air Fare – Steven Farrell	CALAFCO Annual Conf.	196.50	R	N
8-10	Advanced Copy Systems	12	Monthly Payment	Sharp Photo Copier	453.57	R	Y
8-11	Verizon	13	Payment	Phone line for alarm	83.00	R	N
8-13	Verizon	14	Payment	Phone line for alarm	129.60	R	N

8-24	Thomas West	15	Monthly Payment	Law Library Updates	178.42	R	N
8-24	Southwest Airlines	14	Air Fare – Steven Farrell	CALAFCO Annual Conf.	47.00	R	N
8-24	CA Planning & Development	15	Subscription Payment	Planning and Development Publication	238.00	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)	Date
Kathleen Rollings-McDonald 	9-8-15

Approving Official (Print & Sign)	Date
James Curatalo, Chairman	9/16/15