

LOCAL AGENCY FORMATION COMMISSION FOR SAN BERNARDINO COUNTY

215 North D Street, Suite 204, San Bernardino, CA 92415-0490
(909) 383-9900 • Fax (909) 383-9901
E-MAIL: lafco@lafco.sbcounty.gov
www.sbclafco.org

DATE: NOVEMBER 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 October 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 and Procedure Manual Section II – Accounting and Financial Policies #3(H). Staff has prepared an itemized report of purchases that covers the billing period of September 23, 2015 through October 22, 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

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MONTHLY PROCUREMENT CARD PURCHASE REPORT

Card Number [REDACTED]	Cardholder Kathleen Rollings-McDonald	Billing Period 9/23/15 to 10/22/15
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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)
9-29	Starbucks – Apple Valley	1	Coffee and Supplies	CSDA Training Session	59.80	R	N
9-30	Round Table Pizza	2	Lunch/ Rollings-McDonald, Tuerpe, Lowery	CSDA Training Session	31.36	R	Y
10-2	Verizon	3	Payment – Phone Bill	Phone Line for Alarm	67.02	R	Y
10-2	Thomson West	4	Monthly Payment	Law Library Updates	178.42	R	Y
10-2	Sand to Snow	5	Lunch/Rollings-McDonald, Tuerpe	Morongo Community Meeting	34.50	R	
10-5	Storetrieve	6	Monthly Payment	Records Storage and Maintenance	49.30	R	N
10-5	Assoc of CA Water Agencies	7	Registration – Martinez	ACWA 2015 Regulatory Summit	375.00	R	N
10-5	Advance Copy Systems	8	Monthly Payment	Sharp Copier	470.90	R	Y
10-7	Bella's Kitchen Inc	9	Refreshments	CCL Quarterly Meeting	62.64	R	Y

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 11-9-15
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Approving Official (Print & Sign) James Curatalo, Chairman	Date 11/18/15
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