

**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: DECEMBER 8, 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 November 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 October 23, 2015 through November 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**

MONTHLY PROCUREMENT CARD PURCHASE REPORT

Card Number [REDACTED]	Cardholder Kathleen Rollings-McDonald	Billing Period 10/23/15 to 11/22/15
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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)
10-28	Verizon	1	Payment	Phone line for alarm and fax	52.43	R	N
10-28	Thomas West	2	Monthly Payment	Law Library Updates	178.42	R	N
10-28	Southwest Airlines	3	Air Fare – Rollings-McDonald	CALAFCO University	303.96	R	Y
10-28-	Advanced Copy Systems	4	Monthly Payment	Sharp Photo Copier	486.09	R	Y
10-30	U-Haul Storage	5	Truck Rental – gas charge	Move discarded office furniture to County Surplus	2.56	R	N
10-30-	U-Haul Storage	6	Truck Rental Charge	Move discarded office furniture to County Surplus	40.97	R	Y
11-02	Storetrieve	7	Monthly Payment	Records Storage and Maintenance	49.03	R	N
11-02	TLF City Florist	8	Flowers Arrangement	For Hospitalized Staff Member	64.60	R	N
11-10	Sitoe Long Island	9	Cab Fare – Rollings McDonald	CALAFCO University	37.50	R	N
11-11	Hyatt Hotels Sacramento	10	Dinner – Rollings-McDonald	CALAFCO University	22.03	R	N
11-12	Hyatt Hotels Sacramento	11	Hotel – Rollings-McDonald	CALAFCO University	234.44	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 12/8/15
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Approving Official (Print & Sign) James Curatalo, Chairman	Date 12/16/15
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