

LOCAL AGENCY FORMATION COMMISSION FOR SAN BERNARDINO COUNTY

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DATE: JANUARY 19, 2016

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 December 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 November 23, 2015 through December 22, 2015.

It is recommended that the Commission approve the Executive Officer’s expense report as shown on the attachment.

KRM/rcl

Attachment



COUNTY OF SAN BERNARDINO
PROCUREMENT CARD PROGRAM

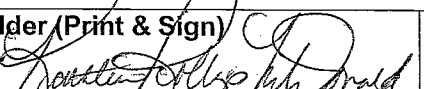
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MONTHLY PROCUREMENT CARD PURCHASE REPORT

Card Number	Cardholder	Billing Period
[REDACTED]	Kathleen Rollings-McDonald	11/23/15 to 12/22/15

Date	Vendor Name	Receipt/ Invoice No.	Item Description	Purpose	\$ Amount	Reconciled (R) Disputed (D)	Sales Tax Included on invoice (Yes or No)
11-27	Applebee's	1	Dinner – Rollings-McDonald	Twentynine Palms Water District Meeting	34.43	R	N
11-27	Thomas West	2	Monthly Payment	Law Library Updates	178.42	R	N
12-2	Southwest Airlines	3	Air Fare – Rollings-McDonald	CALAFCO Legislative Committee Meeting	360.46	R	Y
12-9	Edchadas Mexican Restaurant	4	Dinner – Rollings-McDonald, Aldrich	Twentynine Palms Water District Meeting	29.00	R	N
12-9	Advanced Copy Systems	5	Monthly Payment	Sharp Photo Copier	453.57	R	Y
12-10	Storetrieve	6	Monthly Payment	Records Storage and Maintenance	49.03	R	N
12-10	Verizon	7	Payment	Phone line for alarm and fax	52.43	R	N
12-11	Ontario Carls Jr.	8	Lunch – Rollings-McDonald	CALAFCO Legislative Committee Meeting	13.17	R	Y
12-14	Sitoa Long Island	9	Cab Fare – Rollings McDonald	CALAFCO Legislative Committee Meeting	37.50	R	N
12-14	Park N Fly	10	Parking – Rollings-McDonald	CALAFCO Legislative Committee Meeting	20.50	R	N
12-14	Embassy Suites	11	Hotel – Rollings-McDonald	CALAFCO Legislative Committee Meeting	259.06	R	Y
12-16	Advanced Copy Systems	12	Monthly Payment	Sharp Photo Copier	453.57	R	Y
12-17	Thomas West	13	Monthly Payment	Law Library Updates	178.42	R	N
12-21	ASPA	14	Membership Renewal - Tuerpe	American Society for Public Administration	100.00	R	N
12-21	Storetrieve	15	Monthly Payment	Records Storage and Maintenance	49.03	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 	1/19/16

Approving Official (Print & Sign)	Date
James Curatalo, Chairman	1/27/16