

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

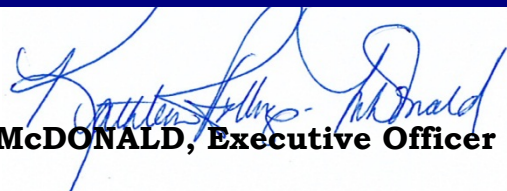
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**DATE: JUNE 6, 2016**

**FROM: KATHLEEN ROLLINGS-McDONALD, Executive Officer**

**TO: LOCAL AGENCY FORMATION COMMISSION**



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**SUBJECT: AGENDA ITEM #4 – APPROVAL OF EXECUTIVE OFFICER’S  
EXPENSE REPORT**

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**RECOMMENDATION:**

Approve the Executive Officer’s Expense Report for Procurement Card Purchases and expense claim for May 2016 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 April 23, 2016 through May 22, 2016.

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**

**MONTHLY PROCUREMENT CARD PURCHASE REPORT**

<b>Card Number</b> 4246047000154911	<b>Cardholder</b> Kathleen Rollings-McDonald	<b>Billing Period</b> 4/23/16 to 5/22/16
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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)
4-25	Sitoe Long Island	1	Cab Fare – Rollings-McDonald	CALAFO Legislative Committee Meeting	37.50	R	N
4-25	Park N Fly	2	Parking – Rollings-McDonald	CALAFO Legislative Committee Meeting	20.50	R	N
4-25	Embassy Suites - Sacramento	3	Hotel – Rollings-McDonald	CALAFO Legislative Committee Meeting	408.59	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.

<b>Cardholder (Print &amp; Sign)</b> Kathleen Rollings-McDonald 	<b>Date</b> 6-6-16
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<b>Approving Official (Print &amp; Sign)</b> Kimberley Cox, Chair	<b>Date</b> 6-15-16
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