

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

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**DATE: JULY 12, 2016**

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

**TO: LOCAL AGENCY FORMATION COMMISSION**

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**SUBJECT: AGENDA ITEM #3 – 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 June 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 May 23, 2016 through June 22, 2016.

A copy of the Executive Officers Travel Claim is also provided for the Commission’s approval.

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

KRM/rc1

Attachment





**COUNTY OF SAN BERNARDINO  
PROCUREMENT CARD PROGRAM**

**MONTHLY PROCUREMENT CARD PURCHASE REPORT**

<b>Card Number</b> [REDACTED]	<b>Cardholder</b> Kathleen Rollings-McDonald	<b>Billing Period</b> 5/23/16 to 6/22/16
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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)
5-26	Frontier	1	Payment	Phone Line for Alarm & Fax	159.46	R	N
5-26	Century Link	2	Payment	Conference Call Service	74.12	R	Y
5-30	Daisy IT	3	Payment	Office Supplies	1393.18	R	Y
5-30	Daisy IT	4	Payment	Office Supplies	454.65	R	Y
6-02	Storetrieve LLC	5	Payment	Records Storage and Maintenance	49.03	R	N
6-02	Sizzler	6	Dinner – Rollings-McDonald	Joshua Basin Water District Board Meeting	36.69	R	Y
6-06	Thomson West	7	Payment	Law Library Updates	178.42	R	Y
6-09	Advanced Copy Systems	8	Payment	Sharp Photo Copier	578.55	R	Y
6-10	Storetrieve LLC	9	Payment	Records Storage and Maintenance	49.03	R	N
6-14	Solano Press Books Inc.	10	CA Land Use & Planning Law	Publication	303.00	R	N
6-14	Advanced Copy Systems	11	Payment	Sharp Photo Copier	475.21	R	Y
6-15	Thomson West	12	Payment	Law Library Updates	178.42	R	Y
6-17	Frontier	13	Payment	Phone Line for Internet	2,500.00	R	Y
6-20	Westin Hotel	14	Hotel – Lum	ESRI User Conference	717.21	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> 7-12-16
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<b>Approving Official (Print &amp; Sign)</b> Kimberley Cox, Chair	<b>Date</b> 7-20-16
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