

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

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DATE: **SEPTEMBER 14, 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 for the months of July and August 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 Policy #3(H). Staff has prepared an itemized report of purchases that covers the billing periods of June 23, 2016 through July 22, 2016 and July 23, 2016 through August 22, 2016.

Staff recommends that the Commission approve the Executive Officer’s expense report as shown on the attachment.

KRM/mt

Attachment



**COUNTY OF SAN BERNARDINO
PROCUREMENT CARD PROGRAM**

MONTHLY PROCUREMENT CARD PURCHASE REPORT

Card Number		Cardholder			Billing Period		
		Kathleen Rollings-McDonald			6/23/16 to 7/22/16		
Date	Vendor Name	Receipt/ Invoice No.	Item Description	Purpose	\$ Amount	Reconciled (R) Disputed (D)	Sales Tax Included on invoice (Yes or No)
6-23	Chevron	1	Gas Purchase	Gas to Needles	34.41	R	Y
6-23	Lola Kitchen	2	Lunch – Rollings-McDonald, Martinez, Aldrich	Needles Protest Hearing	43.02	R	Y
6-24	76 Gas	3	Gas Purchase	Gas from Needles	62.83	R	Y
6-24	Enterprise Rent-a-Car	4	Payment	Car Rental - Needles	72.60	R	Y
6-24	Denny's	5	Dinner - Rollings-McDonald, Martinez, Aldrich	Needles Protest Hearing	58.38	R	Y
6-29	Thomson West	6	Payment	Law Library Updates	190.91	R	Y
6-29	Frontier	7	Payment	Phone Line for Alarm & Fax	48.62	R	N
6-29	Century Link	8	Payment	Conference Call Service	61.47	R	Y
6-30	Frontier	9	Payment	Phone line for Internet	1750.66	R	Y
7-01	Storeretrieve	10	Payment	Records Storage and Maintenance	49.03	R	N
7-1	Daisy IT	11	Payment	Office Supplies	141.22	R	Y
7-1	Daisy IT	12	Payment	Office Supplies	449.24	R	Y
7-1	Daisy IT	13	Payment	Office Supplies	70.00	R	Y

The undersigned, under penalty of perjury, slates 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 8-29-16
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Approving Official (Print & Sign) Kimberley Cox, Chair	Date 9-21-16
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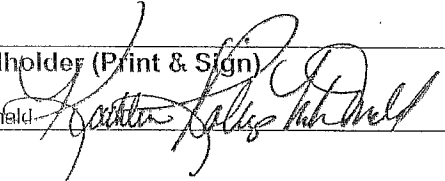
COUNTY OF SAN BERNARDINO
PROCUREMENT CARD PROGRAM

MONTHLY PROCUREMENT CARD PURCHASE REPORT

Card Number 20100000000000000000	Cardholder Kathleen Rollings-McDonald	Billing Period 7/23/16 to 8/22/16
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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)
8-02	Thomson West	1	Payment	Law Library Updates	190.91	R	Y
8-02	Advanced Copy Systems	2	Payment	Copy machine for office	501.93	R	Y
8-03	Century Link	3	Payment	Conference Call Service	34.65	R	Y
8-05	Storeretrieve	4	Payment	Records Storage and Maintenance	49.03	R	N
8-05	Frontier	5	Payment	Phone line for Internet	795.00	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 8-31-16
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Approving Official (Print & Sign) Kimberley Cox, Chair	Date 9-21-16
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