

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

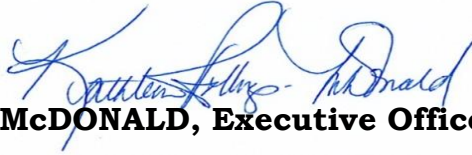
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**DATE:**       **OCTOBER 12, 2016**

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

**TO:**           **LOCAL AGENCY FORMATION COMMISSION**



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**SUBJECT: AGENDA ITEM #2 – APPROVAL OF EXECUTIVE OFFICER’S  
EXPENSE REPORT**

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**RECOMMENDATION:**

Approve the Executive Officer’s Expense Report for Procurement Card Purchases for the month of September 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 August 23, 2016 through September 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**

<b>Card Number</b>	<b>Cardholder</b> Kathleen Rollings-McDonald	<b>Billing Period</b> 8/23/16 to 9/22/16
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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)
8-22	Thomson West	1	Payment	Law Library Updates	190.91	R	Y
8-23	Frontier	2	Payment	Phone line for Internet	806.96	R	N
8-25	J M Trophies	3	Payment	Name plates for hearings	21.60	R	Y
8-30	Grizzly Cafe	4	Dinner – Rollings, Martinez, Aldrich	Community Meeting in Wrightwood	42.00	R	Y
8-30	Jolly Giant USA LLC	5	Payment	Software License Renewal	75.00	R	N
8-30	Daisy IT	6	Payment	Office Supplies	146.80	R	Y
8-30	Daisy IT	7	Payment	Office Supplies	114.12	R	Y
8-30	Daisy IT	8	Payment	Office Supplies	18.42	R	Y
8-30	Daisy IT	9	Payment	Office Supplies	273.49	R	Y
8-30	Daisy IT	10	Payment	Office Supplies	571.69	R	Y
8-30	Storeretrieve	11	Payment	Records Storage and Maintenance	49.03	R	N
8-31	California Planning & Devel. Report	12	Payment	Annual Renewal of Publication	238.00	R	N
9-12	Frontier	13	Payment	Phone line for Alarm & Fax, Aug & Sept	109.49	R	N
9-12	Advanced Copy Systems	14	Payment	Copy machine for office	1,477.11	R	Y
9-14	Storeretrieve	15	Payment	Records Storage and Maintenance	49.03	R	N
8-30	Daisy IT	16	Payment	Office Supplies	701.49	R	Y
8-30	Daisy IT	17	Payment	Office Supplies	5.73	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> 10-12-16
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<b>Approving Official (Print &amp; Sign)</b> Kimberley Cox, Chair	<b>Date</b> 10-19-16
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