

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

215 North D Street, Suite 204, San Bernardino, CA 92415-0490
(909) 383-9900 • Fax (909) 383-9901
E-MAIL: lafco@lafco.sbcounty.gov
www.sbclafco.org

DATE: DECEMBER 6, 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 November 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 period of October 23, 2016 through November 22, 2016.

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

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 [REDACTED]	Cardholder Kathleen Rollings-McDonald	Billing Period 10/23/16 to 11/22/16
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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)
10-25	Storeretrieve LLC	1	Payment	Records Storage and Maintenance	49.03	R	N
10-25	Frontier	2	Payment	Phone line for Internet, 2 months	1,601.96	R	N
10-25	Daisy I.T. Supplies	3	Payment	Office Supplies	79.50	R	Y
10-25	Daisy I.T. Supplies	4	Payment	Office Supplies	142.89	R	Y
10-25	Daisy I.T. Supplies	5	Payment	Office Supplies	230.22	R	Y
10-26	Jobs Available Inc	6	Payment	Advertisement for Open Position	234.00	R	N
10-26	Village Cab	7	Transportation, Rollings-McDonald	CALAFCO Conference	15.00	R	N
10-27	Village Cab	8	Transportation, Rollings-McDonald	CALAFCO Conference	15.00	R	N
10-27	Thompson West	9	Payment	Law Library Updates, 2 months	381.82	R	Y
10-27	Frontier	10	Payment	Phone line for Alarm & Fax	53.87	R	N
10-27	Advanced Copy Systems	11	Payment	Copy machine for office	471.13	R	Y
10-29	Century Link	12	Payment	Conference Calls	19.28	R	Y
10-28	Double Tree Hotel	13	Hotel – Farrell (night 1)	CALAFCO Conference	272.98	R	Y
10-28	Double Tree Hotel	14	Hotel – Cox	CALAFCO Conference	377.54	R	Y
10-29	Double Tree Hotel	15	Hotel – Rollings McDonald	CALAFCO Conference	737.35	R	Y
10-29	Double Tree Hotel	16	Hotel – Bagley	CALAFCO Conference	566.31	R	Y
10-29	Double Tree Hotel	17	Hotel – Curatalo	CALAFCO Conference	600.00	R	Y
10-29	Double Tree Hotel	18	Hotel – Warren	CALAFCO Conference	377.54	R	Y
10-29	Double Tree Hotel	19	Hotel – Martinez	CALAFCO Conference	566.31	R	Y
10-29	Double Tree Hotel	20	Hotel – Farrell (nights 2 & 3)	CALAFCO Conference	400.00	R	Y




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10-29	Double Tree Hotel	21	Hotel – Williams	CALAFCO Conference	566.31	R	Y
10-29	Double Tree Hotel	22	Hotel – Ramos	CALAFCO Conference	400.00	R	Y
11-01	Denny's, Hesperia	23	Dinner- Rollings McDonald	Meeting in Hesperia	14.94	R	Y
11-08	FedEx	24	Payment	Standard Overnight	25.75	R	N
11-07	Metrolink	25	Train ticket	Los Angeles LAFCO hearing, Nov 9	26.50	R	Y
11-09	LA Transit, Union Station	26	Train ticket	Los Angeles LAFCO hearing, Nov 9	8.00	R	Y
11-11	Storeretrieve LLC	27	Payment	Records Storage – New file processing	232.06	R	Y
11-12	Amazon	28	Payment	Filters for the Coffee Maker	16.50	R	Y
11-12	Amazon	29	Payment	Coffee Maker for Office	82.27	R	Y
11-16	Amazon	30	Payment	Picture Frames	83.52	R	Y
11-16	Southwest Airlines	31	Payment	Airfare to Sacramento, CALAFCO Board	225.96	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 12-6-16
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Approving Official (Print & Sign) Kimberley Cox, Chair	Date 12-14-16
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