


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

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DATE : JANUARY 11, 2017 
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 December 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 November 23, 2016 through December 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 Kathleen Rollings-McDonald	Billing Period 11/23/16 to 12/22/2016
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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)
11/12/16	Southwest Airlines	1	Flight purchase	CALAFCO Board Meeting, Sacramento	171.96	R	Y
11/23/16	Southwest Airlines	2	Early board fee	CALAFCO Board Meeting, Sacramento	15.00	R	N
11/23/16	Southwest Airlines	3	Early board fee	CALAFCO Board Meeting, Sacramento	15.00	R	N
11/25/16	Thompson West	4	Payment	Law Library Updates	190.91	R	Y
11/25/16	Frontier	5	Payment	Phone line for Alarm & Fax	54.44	R	N
11/25/16	Century Link	6	Payment	Conference Calls	27.28	R	Y
11/29/16	Panera Bread	7	Dinner – McDoanld, Aldrich	City of Upland Council Meeting	19.83	R	Y
12/12/16	SITOA LONG ISLAND NY	8	Taxi Cab, McDonald	CALAFCO Board Meeting, Sacramento	37.40	R	N
12/12/16	PARK N FLY ONTARIO	9	Airport Parking	CALAFCO Board Meeting, Sacramento	20.50	R	N
12/12/16	Starbucks	10	Coffee purchase	LAFCO training in Apple Valley	31.90	R	N
12/12/16	Embassy Suites	11	Hotel – McDonald	CALAFCO Board Meeting, Sacramento	242.95	R	Y
12/15/16	Frontier	12	Payment	Phone line for Internet, 2 months	1,601.96	R	N
12/15/16	Frontier	13	Payment	Phone line for Alarm & Fax	53.57	R	N
12/15/16	Advanced Copy Systems	14	Payment	Copy machine for office	453.57	R	Y
12/16/16	Molly's Café	15	Breakfast – McDonald, Cox, Williams	LAFCO hearing Dec 14	21.68	R	Y
12/16/16	Storeretrieve LLC	16	Payment	Records Storage and Maintenance	57.89	R	N
12/19/16	Westin Hotel	17	Hotel – McDonald	CALAFCO Legislative Committee Meeting, San Diego	252.44	R	Y




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12/21/16	Thompson West	18	Payment	Law Library Updates	190.91	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 1-9-17
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Approving Official (Print & Sign) Kimberly Cox, Chair	Date 1-18-17
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