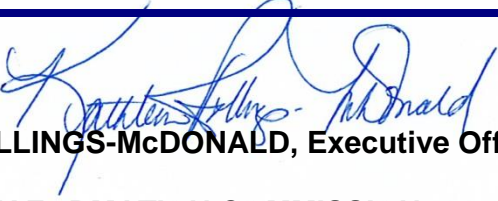


**LOCAL AGENCY FORMATION COMMISSION  
FOR SAN BERNARDINO COUNTY**

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**DATE :** APRIL 11, 2017   
**FROM:** KATHLEEN ROLLINGS-McDONALD, Executive Officer  
**TO:** LOCAL AGENCY FORMATION COMMISSION

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**SUBJECT:** AGENDA ITEM #5 – APPROVAL OF EXECUTIVE OFFICER’S  
EXPENSE REPORT

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**RECOMMENDATION:**

Approve the Executive Officer’s Expense Report for Procurement Card Purchases from February 23, 2017 through March 22, 2017 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 February 23, 2017 through March 22, 2017.

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

KRM/LJ

Attachment



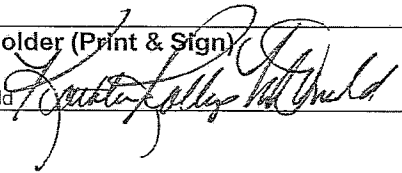
**COUNTY OF SAN BERNARDINO  
PROCUREMENT CARD PROGRAM**

**MONTHLY PROCUREMENT CARD PURCHASE REPORT**

Card Number		Cardholder			Billing Period		
		Kathleen Rollings-McDonald			2/23/2017 to 3/22/2017		
Date	Vendor Name	Receipt/ Invoice No.	Item Description	Purpose	\$ Amount	Reconciled (R) Disputed (D)	Sales Tax Included on invoice (Yes or No)
2/23	Language Network	1	Payment	Spanish Translation of Proposal mail out	247.75	R	N
2/25	Marriott Irvine	2	Payment	CALAFCO Leg Committee Meeting – Irvine, Kathleen Rollings-McDonald	324.43	R	Y
2/27	State of the County	3	Payment	State of the County 2017 Event – K. Rollings-McDonld, S. Martinez, M. Tuerpe	150.00	R	N
2-27	Thomson West	4	Payment	Law Library Updates	190.47	R	Y
2-28	Frontier	5	Payment	Phone Line for Alarm and Fax	61.30	R	Y
3-01	Century Link	6	Payment	Conference Call Service	17.26	R	Y
2-28	Daisy IT	7	Payment	Office Supplies	19.31	R	Y
3-07	The Mexico Café	8	Payment	Lunch with LAFCO Legal Counsel – Clark, Alicia & Kathy	42.56	R	Y
3-09	Advanced Copy Systems	9	Payment	Monthly Copier Rental - 2/1/17 – 3/1/17	452.52	R	Y
3-13	Advanced Copy Systems	10	Payment	Monthly Copier Rental – 9/1/16-10/1/16, 11/1/16-12/1/16, 12/1/16-1/1/17, 1/1/17-2/1/17	1,816.65	R	Y
3-15	Sheraton Grand Sacramento Hotel Reservation Fee	11	Payment	CALAFCO Board Meeting in Sacramento, May 5, 2017 – James Curatalo	7.99	R	N
3-14	Southwest	12	Payment	CALAFCO Board Meeting in Sacramento, May 5m, 2017 – James Curatalo	202.87	R	Y
3-14	Southwest	13	Payment	CALAFCO Leg Committee Meeting in Sacramento, May 12, 2017 – James Curatalo	175.95	R	Y
3-16	Amazon Marketplace	14	Payment	Office Supplies – Water Filters	31.75	R	N

3-16	Sheraton Grand Sacramento Hotel	15	Payment	CALAFCO Board Meeting – James Curatalo	532.09	R	Y
3-17	Amazon Marketplace	16	Payment	Shipping for Office Supplies – Coffee Filters	13.64	R	N
3-17	Frontier	17	Payment	Phone Line for Alarm & Fax	56.91	R	Y
3-20	Daisy IT	18	Payment	Office Supplies	237.09	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>	<b>Date</b>
Kathleen Rollings-McDonald 	4/3/2017

<b>Approving Official (Print &amp; Sign)</b>	<b>Date</b>
Kimberly Cox, Chair	4/19/2017