


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

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

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

RECOMMENDATION:

Approve the Executive Officer’s Expense Report for Procurement Card Purchases and expense claim from March 24, 2017 through April 30, 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 March 24, 2017 through April 24, 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 Kathleen Rollings-McDonald	Billing Period 3/23/2017 to 4/24/2017
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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)
03-24	Frontier	1	Payment	Phone line for Internet	795.00	R	N
03-27	Sky Cab	2	Payment	CALAFCO Leg Committee Sacramento – Kathy Rollings-McDonald 3/24/2017	37.75	R	N
03-27	Embassy Suites	3	Payment	CALAFCO Leg Committee Sacramento – Kathy Rollings-McDonald 3/24/2017	218.01	R	Y
03-29	Daisy IT	4	Payment	Office Supplies	192.46	R	N
03-30	J&M Trophies	5	Payment	Commissioner name plate – Ryan S. McEachron	21.50	R	Y
03-30	Thomas West	6	Payment	Law Library Updates	190.47	R	Y
04-07	Double Tree Hotel	7	Payment	CALAFCO staff workshop – Samuel Martinez	318.32	R	Y
04-07	Double Tree Hotel	8	Payment	CALAFCO staff workshop – Jeffrey Lum	318.32	R	Y
04-10	Double Tree Hotel	9	Payment	CALAFCO staff workshop – LaTrici Jones	318.32	R	Y
04-17	Southwest Airlines	10	Payment	CALAFCO, Leg Committee Sacramento Kathy Rollings-McDonald 5/1/2017	254.96	R	N
04-17	Southwest Airlines	11	Payment	CALAFCO Leg Committee, Sacramento Kathy Rollings-McDonald 5/11/2017	299.95	R	N
04-19	Advanced Copy Systems	12	Payment	Copier Rental, March – April 2017	513.90	R	N
04-20	I-Hop Restaurant	13	Payment	Meal – Kathy Rollings-McDonald Chino City Council Meeting	14.14	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 5/4/2017	Approving Official (Print & Sign) Kimberly Cox, Chair	Date 5/17/2017
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