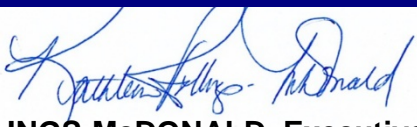


**LOCAL AGENCY FORMATION COMMISSION  
FOR SAN BERNARDINO COUNTY**

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**DATE :** JULY 10, 2017   
**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 and Expense Claim from May 22, 2017 through June 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 May 22, 2017 through June 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**

<b>Card Number</b>	<b>Cardholder</b> Kathleen Rollings-McDonald	<b>Billing Period</b> 4/25/2017 to 5/22/2017
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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)
04-24	Southwest	1	Payment	Kathleen Rollings-McDonald CALAFCO Leg Meeting, Sacramento, May 1, 2017	83.00	R	N
04-25	Southwest	2	Payment	James Curatalo – CALAFCO Leg Meeting, Sacramento, May 1, 2017	473.96	R	N
04-25	Southwest	3	Payment	James Curatalo _CSDA Leg Days, Sacramento, May 15-17	473.97	R	N
04-27	Proforma	4	Payment	County Receipt Books	12.64	R	Y
04-28	Storetrieve	5	Payment	Records storage – February 2017 Billing	57.89	R	N
05-01	SQ Bimlesh Singh	6	Payment	Taxi Cab – May 1, 2017 CALAFCO Leg Meeting, Kathleen Rollings-McDonald	50.60	R	N
05-01	Sheraton Grand Hotel	7	Payment	Dinner – Kathleen Rollings-McDonald, CSDA Leg Days	23.57	R	Y
05-02	Sheraton Grand Hotel	8	Payment	Kathleen Rollings-McDonald, CSDA Leg Days	269.09	R	N
05-04	SQ Language Network	9	Payment	Notice of Hearing Translation	581.75	R	N
05-04	Daisy IT	10	Payment	Office Supplies	261.31	R	Y
05-04	Storetrieve	11	Payment	Records Storage - April 2017 Billing	141.72	R	N
05-05	Stroretrieve	12	Payment	Records Storage - March 2017 Billing	87.46	R	N
05-09	Thomson West	13	Payment	Law Library update	190.47	R	N
05-11	SITOA Sacramento	14	Payment	Taxi Cab – Kathleen Rollings-McDonald	39.60	R	N
05-13	Embassy Suites	15	Payment	Kathleen Rollings Mc-Donald, CALAFCO Leg Meeting, May 12, 2017	270.37	R	N
05-17	Advanced Copy	16	Payment	Copier	485.68	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> 06/07/2017
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<b>Approving Official (Print &amp; Sign)</b> Kimberly Cox, Chair	<b>Date</b> 07/19/2017
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**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> 4/26/2017 to 6/22/2017
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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)
5-25	Thomson west	1	Payment	Law library Update	190.47	R	N
5-25	Frontier	2	Payment	Internet line	117.62	R	N
5-25	Westin San Diego	3	Payment	James Curatalo _CALAFCO Board Meeting in August	167.92	R	N
5-31	EB When LAFCO OPINION	4	Payment	CALAFCO University, K. Rollings-McDonald, M. Tuerpe, S. Martinez	192.87	R	N
5-31	Daisy IT	5	Payment	Office Supplies	190.46	R	N
6-01	Expedia	6	Payment	Hotel Reservation Error (Employee Refunded)	229.64	R	N
6-01	Southwest	7	Payment	Airfare – Kathleen Rollings-McDonald CALAFCO University	283.96	R	Y
6-05	Southwest	8	Payment	Airfare – Sam Martinez, CALAFCO University	247.96	R	N
6-07	Language Network	9	Payment	Notice of Hearing Translation	125.00	R	N
6-07	Jackie's Custom Draperies	10	Payment	Deposit for Blinds at Harvey House	2500.00	R	Y
6-14	Advanced Copy Systems	11	Payment	Copier	475.18	R	N
6-19	Frontier	12	Payment	Phone Line	59.88	R	N
6-20	Storetrieve LLC	13	Payment	Records Storage	101.25	R	N
6-21	Thompson West	14	Payment	Law Library Update	203.81	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> 07/10/2017
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<b>Approving Official (Print &amp; Sign)</b> Kimberly Cox, Chair	<b>Date</b> 07/19/2017
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