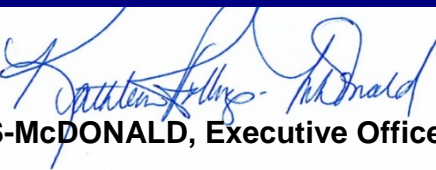


**LOCAL AGENCY FORMATION COMMISSION
FOR SAN BERNARDINO COUNTY**

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DATE : SEPTEMBER 13, 2017 
FROM: KATHLEEN ROLLINGS-McDONALD, Executive Officer
TO: LOCAL AGENCY FORMATION COMMISSION

SUBJECT: AGENDA ITEM #4 – APPROVAL OF EXECUTIVE OFFICER’S
EXPENSE REPORT

RECOMMENDATION:

Approve the Executive Officer’s Expense Report for Procurement Card Purchases from July 24, 2017 through August 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 July 24, 2017 through August 22, 2017.

Included on the expense report is a charge from the Westin San Diego in the amount of \$47.00. This charge is currently being disputed as staff was not present during the time of the charge. This charge will need to be paid and then refunded after the dispute has been resolved.

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

KRM/LJ

Attachment



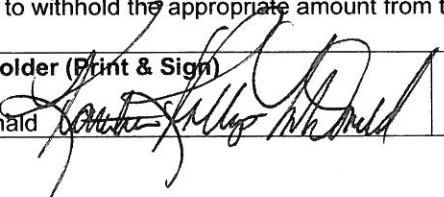
**COUNTY OF SAN BERNARDINO
PROCUREMENT CARD PROGRAM**

MONTHLY PROCUREMENT CARD PURCHASE REPORT

Card Number	Cardholder Kathleen Rollings-McDonald	Billing Period 7/24/2017 to 8/22/2017
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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)
08-01	Thomson West	1	Payment	Law Library Update	203.81	R	N
08-03	Daisy IT Supplies	2	Payment	Office Supplies	1207.95	R	Y
08-07	Storetrieve LLC	3	Payment	Storage & Records Maintenance	144.95	R	Y
08-09	Jackie's Custom Draperies	4	Payment	Shutters for LAFCO Office	350.00	R	Y
08-10	EB CALAFCO	5	Payment	CALAFCO – 2017 Conference Registration & Mobile Workshop, Jim Bagley	517.68	R	N
08-14	Daisy IT Supplies	6	Payment	Office Supplies	27.35	R	Y
08-14	Daisy IT Supplies	7	Payment	Office Supplies	131.90	R	Y
08-14	Daisy IT Supplies	8	Payment	Office Supplies	110.91	R	Y
08-14	Daisy IT Supplies	9	Payment	Office Supplies	43.08	R	Y
08-17	EB CALAFCO	10	Payment	CALAFCO – 2017 Conference Registration & Mobile Workshop, Steven Farrell	517.68	R	N
08-19	Westin San Diego	11	Payment	Unauthorized Charge	47.00	D	N
08-19	California Planning & Dev. Report	12	Payment	Publication Renewal	238.00	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 9/6/2017
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Approving Official (Print & Sign) Kimberly Cox, Chair	Date 9/20/2017
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