

LOCAL AGENCY FORMATION COMMISSION FOR SAN BERNARDINO COUNTY

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DATE : OCTOBER 10, 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 from August 23, 2017 through September 22, 2017

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 Policies #3(H). Staff has prepared an itemized report of purchases that covers the billing period of August 23, 2017 through September 22, 2017.

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

KRM/Iij

Attachment



PROCUREMENT CARD PROGRAM

ATTACHMENT G

MONTHLY PROCUREMENT CARD PURCHASE REPORT

Card Number		Cardholder						Travel	Billing Period	
		LAFCO - KATHLEEN ROLLINGS-MCDONALD							09/22/17	
DATE	VENDOR NAME	#	DESCRIPTION	PURPOSE	COST CENTER	G/L ACCOUNT	\$ AMT	TRIP NUMBER	*R/D	SALES TAX
08/23/17	Thomson West	1	Publication	Law Library Update	8900005012	52002080	203.81		R	
08/23/17	Frontier	2	Service	Phone Line	8900005012	52002041	125.88		R	
08/24/17	Amazon.com	3	Folders	Office Supplies	8900005012	52002305	139.99		R	
08/31/17	Frontier	4	Service	Internet	8900005012	52002040	2003.5		R	
08/31/17	Frontier	5	Service	Internet	8900005012	52002041	160.55		R	
09/07/17	Storetrieve	6	Records Storage	Archives	8900005012	52002315	121.34		R	
08/19/17	Westin San Diego	7	Disputed Charge	Credit	8900005012	52002944	47.00CR		R	
09/18/17	Advanced Copy	8	Lease Equipment	Copier	8900005012	52002895	865.88		R	
09/19/17	Bahia Hotel	9	Hotel	CALAFCO Conference	8900005012	52942942	282.18		R	
09/19/17	Bahia Hotel	10	Hotel	CALAFCO Conference	8900005012	52942942	564.36		R	
09/19/17	Bahia Hotel	11	Hotel	CALAFCO Conference	8900005012	52942942	282.18		R	
09/19/17	Bahia Hotel	12	Hotel	CALAFCO Conference	8900005012	52942942	1717.3		R	
		13								
		14								
		15								
		16								
		17								
		18								
		19								
		20								

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)	Date
Kathleen Rollings-McDonald	10/05/17

Approving Official (Print & Sign)	Date
Kimberly Cox	10/18/17