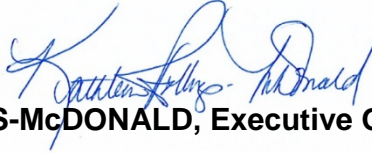


**LOCAL AGENCY FORMATION COMMISSION
FOR SAN BERNARDINO COUNTY**

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DATE : JANUARY 8, 2018
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 October 24, 2017 through December 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 Policy #3(H). Staff has prepared an itemized report of purchases that covers the billing period of October 24, 2017 through December 22, 2017.

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

KRM/LJ

Attachment



PROCUREMENT CARD PROGRAM

ATTACHMENT G

MONTHLY PROCUREMENT CARD PURCHASE REPORT

Card Number		Cardholder						Travel	Billing Period	
		Kathleen Rollings-McDonlad							10/22-12/22	
DATE	VENDOR NAME	#	DESCRIPTION	PURPOSE	COST CENTER	G/L ACCOUNT	\$ AMT	TRIP NUMBER	*R/D	SALES TAX
10/23/17	Daisy IT	1	Office Supplies	Office Supplies	8900005012	52002305	259.56		R	
10/26/17	Bahia Hotel	2	Hotel	CALAFCO Conference	8900005012	52942942	141.09CR		R	
10/26/17	Bahia Hotel	3	Hotel	CALAFCO Conference	8900005012	52942942	258.09CR		R	
10/26/17	Bahia Hotel	4	Hotel	CALAFCO Conference	8900005012	52942942	117.3CR		R	
10/25/17	Bahia Hotel	5	Hotel	CALAFCO Conference	8900005012	52942942	18.93		R	
10/25/17	Bahia Hotel	6	Hotel	CALAFCO Conference	8900005012	52942942	423.27		R	
10/25/17	Bahia Hotel	7	Hotel	CALAFCO Conference	8900005012	52942942	561.18		R	
10/28/17	Bahia Hotel	8	Hotel	CALAFCO Conference	8900005012	52942942	3.5		R	
10/31/17	Staples Direct	9	Scanner	Office Supplies	8900005012	52002305	323.99		R	
11/02/17	Thomson West	10	Publication	Law Library Update	8900005012	52002080	203.82		R	
11/07/17	Apple Valley Florist	11	Flowers	Funeral Services	8900005012	30000002	69.4		R	
11/06/17	SouthWest Airlines	12	Samuel Martinez	CALAFCO Workshop	8900005012	52942945	475.96		R	
11/06/17	SouthWest Airlines	13	Michael Tuerpe	CALAFCO Workshop	8900005012	52942945	475.96		R	
11/06/17	SouthWest Airlines	14	K. Rollings-McDonald	CALAFCO Workshop	8900005012	52942945	475.96		R	
11/09/17	Storetrieve	15	Records Storage	Archives	8900005012	52002315	59.62		R	
11/09/17	Frontier	16	Service	Internet	8900005012	52002041	672.96		R	
11/09/17	Daisy IT	17	Office Supplies	Office Supplies	8900005012	52002305	166.83		R	
11/11/17	SouthWest Airlines	18	K. Rollings-McDonald	Refund(CALAFCO Conference)	8900005012	52942945	475.96		R	
11/10/17	Frontier	19	Telephone Service	Phone Service	8900005012	52002041	72.5		R	
11/16/17	Westin San Diego	20	Hotel (In Dispute)	Unknown	8900005012	52942942	47		D	

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) <i>Kathleen Rollings-McDonlad</i>	Date 01/08/18
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Approving Official (Print & Sign)	Date



PROCUREMENT CARD PROGRAM

ATTACHMENT G

MONTHLY PROCUREMENT CARD PURCHASE REPORT

Card Number		Cardholder						Travel	Billing Period	
		Kathleen Rollings-McDonlad							10/22-12/22	
DATE	VENDOR NAME	#	DESCRIPTION	PURPOSE	COST CENTER	G/L ACCOUNT	\$ AMT	TRIP NUMBER	*R/D	SALES TAX
11/20/17	CALAFCO	21	CALAFCO-U	Conference	8900005012	52942941	259.53		R	
11/28/17	Thomson West	22	Publications	Law Library Updates	8900005012	52002080	203.82		R	
11/28/17	Frontier	23	Service	Internet	8900005012	52002040	672.96		R	
11/29/17	CALAFCO	24	CALAFCO-U	Conference Refund	8900005012	52942941	259.53CR		R	
11/29/17	CALAFCO	25	CALAFCO-U	Conference Refund	8900005012	52942941	86.51		R	
11/30/17	Daisy IT	26	Office Supplies	Office Supplies	8900005012	52002305	5.23		R	
11/30/17	Daisy IT	27	Office Supplies	Office Supplies	8900005012	52002305	106.08		R	
12/06/17	Southwest Airlines	28	K. Rollings-McDonald	CALAFCO Meeting	8900005012	52942945	497.96		R	
12/14/17	Storetrieve	29	Archives	Records Storage	8900005012	52002315	59.62		R	
12/14/17	Sitoa	30	Cab Service	Transportation	8900005012	52942946	35.75		R	
12/15/17	Frontier	31	Telephone Service	Phone Service	8900005012	52002041	124.1		R	
12/16/17	Embassy Suites	32	Hotel	CALAFCO Leg Committee	8900005012	52942942	284.92		R	
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