

LOCAL AGENCY FORMATION COMMISSION FOR SAN BERNARDINO COUNTY

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DATE : APRIL 4, 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 February 23, 2018 to March 22, 2018.

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 February 23, 2018 through March 22, 2018.

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

KRM/llj

Attachment



PROCUREMENT CARD PROGRAM

MONTHLY PROCUREMENT CARD PURCHASE REPORT

Card Number		Cardholder					Travel	Billing Period		
[REDACTED]		Kathleen Rollings-McDonlad					[REDACTED]	2/23 - 3/22/18		
DATE	VENDOR NAME	#	DESCRIPTION	PURPOSE	COST CENTER	G/L ACCOUNT	\$ AMT	TRIP NUMBER	*R/D	SALES TAX
02/27/18	CALAFCO Staff Workshop	1	Staff Workshop	Training	8900005012	52942941	\$308.22		R	
02/28/18	SouthWest Airlines	2	Airline	Airline Flight	8900005012	52942945	\$208.96		R	
03/02/18	Frontier	3	Phone Service	Service	8900005012	52002041	\$673.13		R	
03/02/18	Daisy IT	4	Supplies	Supplies	8900005012	52002305	\$93.00		R	
03/06/18	Storetrieve	5	Records Storage	Records Storage	8900005012	52002315	\$59.62		R	
03/15/18	Thomson West	6	Publication	Law Library Update	8900005012	52002080	\$203.82		R	
03/19/18	Daisy IT	7	Supplies	Supplies	8900005012	52002305	\$86.51		R	
03/19/18	Daisy IT	8	Supplies	Supplies	8900005012	52002305	\$26.68		R	
03/22/18	Century Link	9	Conference Call Svc	Service	8900005012	52002041	\$0.32		R	

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-McDonlad <i>[Signature]</i>	04/04/18

Approving Official (Print & Sign)	Date
Kimberly Cox	04/18/18

* \$20.00 share of cost for taxi pd by George Spiliotis