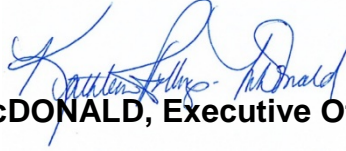


LOCAL AGENCY FORMATION COMMISSION FOR SAN BERNARDINO COUNTY

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DATE : MAY 3, 2018

FROM: KATHLEEN ROLLINGS-McDONALD, Executive Officer



TO: LOCAL AGENCY FORMATION COMMISSION

SUBJECT: AGENDA ITEM #9 – APPROVAL OF EXECUTIVE OFFICER’S EXPENSE REPORT

RECOMMENDATION:

Approve the Executive Officer’s Expense Report for Procurement Card Purchases from March 23, 2018 to April 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 March 23, 2018 through April 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	
		Kathleen Rollings-McDonlad							3/23 - 4/22/18	
DATE	VENDOR NAME	#	DESCRIPTION	PURPOSE	COST CENTER	G/L ACCOUNT	\$ AMT	TRIP NUMBER	*R/D	SALES TAX
03/28/18	Starbucks Coffee	1	Meals	Special District Workshop	8900005012	52942943	\$16.95		R	
03/29/18	Frontier	2	Phone Service	Service	8900005012	52002041	\$676.63		R	
04/09/18	Panera Bread	3	Meals	Executive Officer Interviews	8900005012	52942943	\$37.87		R	
04/11/18	EB 2018 City- County	4	Conference	Conference	8900005012	52942941	\$175.00		R	
04/12/18	Panera Bread	5	Meals	Executive Officer Interviews	8900005012	52942943	\$35.28		R	
04/12/18	Four Points Hotel	6	Hotel	CALAFCO Staff Workshop	8900005012	52942942	\$246.84		R	
04/17/18	Thomson West	7	Publications	Law Library Updates	8900005012	52002080	\$203.82		R	
04/17/18	Daisy IT	8	Supplies	Supplies	8900005012	52002305	\$35.64		R	
04/17/18	Southwest	9	Airline	CALAFCO Leg Comm Mtg	8900005012	52942945	\$232.96		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-McDonald	05/03/18

Approving Official (Print & Sign)	Date
Kimberly Cox	05/16/18