


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

1170 West 3rd Street, Unit 150 San Bernardino, CA 92415-0490
(909) 388-0480 • Fax (909) 388-0481
E-MAIL: lafco@lafco.sbcounty.gov
www.sbclafco.org

DATE : **OCTOBER 9, 2018** 
FROM: **SAMUEL MARTINEZ, Executive Officer**
TO: **LOCAL AGENCY FORMATION COMMISSION**

SUBJECT: AGENDA ITEM #2 – APPROVAL OF EXECUTIVE OFFICERS’ EXPENSE REPORTS

RECOMMENDATION:

Approve the Executive Officers’ Expense Report for Procurement Card Purchases from August 22, 2018 to September 23, 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 August 22, 2018 through September 23, 2018.

Staff recommends that the Commission approve the Executive Officers’ expense reports as shown on the attachments.

SM/lj

Attachments

