


# LOCAL AGENCY FORMATION COMMISSION FOR SAN BERNARDINO COUNTY

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**DATE :** NOVEMBER 13, 2018   
**FROM:** SAMUEL MARTINEZ, Executive Officer  
**TO:** LOCAL AGENCY FORMATION COMMISSION

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**SUBJECT:** AGENDA ITEM #3 – APPROVAL OF EXECUTIVE OFFICERS’ EXPENSE REPORTS

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**RECOMMENDATION:**

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

Additionally, please note there is a credit of \$388.50 on Hotel Deposits for the CALAFCO Annual Conference on the Former Executive Officer’s Procurement Card. This credit is due to the cancellation of Commissioner hotel rooms.

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

SM/Ilj

Attachments



**PROCUREMENT CARD PROGRAM**

**MONTHLY PROCUREMENT CARD PURCHASE REPORT**

Card Number		Cardholder						Travel	Billing Period	
[REDACTED]		Samuel Martinez							9/23 - 10/22/18	
DATE	VENDOR NAME	#	DESCRIPTION	PURPOSE	COST CENTER	G/L ACCOUNT	\$ AMT	TRIP NUMBER	*R/D	SALES TAX
10/03/18	Daisy IT	1	Supplies	Supplies	8900005012	52002305	\$102.21		R	
10/08/18	Panera	2	Restaurant	Staff Dinner CALAFCO Conf.	8900005012	52942943	\$25.43		R	
10/08/18	Tenaya Lodge	3	Hotel	CALAFCO Conference	8900005012	52942942	\$227.75		R	
10/08/18	Tenaya Lodge	4	Hotel	CALAFCO Conference	8900005012	52942942	\$508.87		R	
10/08/18	Tenaya Lodge	5	Hotel	CALAFCO Conference	8900005012	52942942	\$438.75		R	
10/08/18	Tenaya Lodge	6	Hotel	CALAFCO Conference	8900005012	52942942	\$438.75		R	
10/08/18	Tenaya Lodge	7	Hotel	CALAFCO Conference	8900005012	52942942	\$225.75		R	
10/08/18	Calif. State Association	8	Publication	Exec. Ofcr. Recruitment	8900005012	52002080	\$150.00		R	
10/10/18	Daisy IT	9	Supplies	Supplies	8900005012	52002305	\$73.21		R	
10/11/18	Frontier	10	Phone Service	Communication	8900005012	52002041	\$622.45		R	
10/17/18	Thomson West	11	Publication	Law Library updates	8900005012	52002080	\$436.16		R	
10/19/18	Storetrieve	12	Records	Records Maintenance	8900005012	52002315	\$59.62		R	
09/28/18	Tenaya Lodge	13	Hotel	Refund CALAFCO Conference	8900005012	52942942	\$388.50		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.

<b>Cardholder (Print &amp; Sign)</b>	<b>Date</b>
Samuel Martinez <i>Samuel Martinez</i>	11/13/18

<b>Approving Official (Print &amp; Sign)</b>	<b>Date</b>
James Curatalo	12/05/18