


LOCAL AGENCY FORMATION COMMISSION FOR SAN BERNARDINO COUNTY

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DATE : JANUARY 8, 2019 
FROM: SAMUEL MARTINEZ, Executive Officer
TO: LOCAL AGENCY FORMATION COMMISSION

SUBJECT: AGENDA ITEM #4 – APPROVAL OF EXECUTIVE OFFICERS’ EXPENSE REPORTS

RECOMMENDATION:

Approve the Executive Officers’ Expense Report for Procurement Card Purchases from October 23, 2018 through November 22, 2018 and November 23, 2018 through December 24, 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 October 23, 2018 through November 22, 2018 and November 23, 2018 through December 24, 2018

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

SM/llj

Attachments

