


LOCAL AGENCY FORMATION COMMISSION FOR SAN BERNARDINO COUNTY

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DATE : FEBRUARY 11, 2019
FROM: SAMUEL MARTINEZ, Executive Officer 
TO: LOCAL AGENCY FORMATION COMMISSION

SUBJECT: AGENDA ITEM #6 – APPROVAL OF EXECUTIVE OFFICERS' EXPENSE REPORTS

RECOMMENDATION:

Approve the Executive Officers' Expense Report for Procurement Card Purchases from December 23, 2018 to January 22, 2019.

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 December 23, 2018 through January 22, 2019.

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

SM/lj

Attachments



PROCUREMENT CARD PROGRAM

MONTHLY PROCUREMENT CARD PURCHASE REPORT

Card Number		Cardholder						Travel	Billing Period	
[REDACTED]		Samuel Martinez							12/23/18 - 1/22/19	
DATE	VENDOR NAME	#	DESCRIPTION	PURPOSE	COST CENTER	G/L ACCOUNT	\$ AMT	TRIP NUMBER	*R/D	SALES TAX
01/07/19	Daisy IT	1	Office Supplies	Supplies	8900005012	52002305	\$87.48		R	
01/08/19	Storetrieve	2	Records	Records Maintenance	8900005012	52002315	\$59.62		R	
01/09/19	Amazon	3	Office Expense	Coffee Maker	8900005012	52002305	\$73.43		R	
01/15/19	Daisy IT	4	Office Supplies	Supplies	8900005012	52002305	\$47.24		R	
01/16/19	Thompson West	5	Law Library Updates	Law Library Updates	8900005012	52002080	\$218.08		R	
01/16/19	Frontier	6	Phone Service	Communication	8900005012	52002041	\$622.45		R	
01/16/19	Daisy IT	7	Office Supplies	Office Supplies	8900005012	52002305	\$1.89		R	
01/19/19	Daisy IT	8	Office Supplies	Office Supplies	8900005012	52002305	\$134.64 CR		R	
01/18/19	J&M Trophies	9	Office Expense	Commissioner Name Plate	8900005012	52002305	\$12.92		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
Samuel Martinez <i>Samuel Martinez</i>	02/11/19

Approving Official (Print & Sign)	Date
Robert Lovingood	02/20/19