LOCAL AGENCY FORMATION COMMISSION
FOR SAN BERNARDINO COUNTY

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DATE : **JULY 8, 2019**

FROM: **SAMUEL MARTINEZ, Executive Officer**

TO: **LOCAL AGENCY FORMATION COMMISSION**

SUBJECT: AGENDA ITEM #5 – APPROVAL OF EXECUTIVE OFFICERS' EXPENSE REPORTS

RECOMMENDATION:

Approve the Executive Officers' Expense Report for Procurement Card Purchases from April 23, 2018 to May 22, 2019 and May 23, 2019 to June 24, 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 April 23, 2018 through May 22, 2019 and May 23, 2019 to June 24, 2019.

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

SM/llj

Attachments

SAN BERNARDINO COUNTY

PROCUREMENT CARD PROGRAM

MONTHLY PROCUREMENT CARD PURCHASE REPORT

Card Number	Cardholder	Travel	Billing Period
[redacted]	Samuel Martinez	[redacted]	4/23/19 - 5/22/19

DATE	VENDOR NAME	#	DESCRIPTION	PURPOSE	COST CENTER	G/L ACCOUNT	$ AMT	TRIP NUMBER	*R/D	SALES TAX
04/22/19	Thomson West	1	Publications	Law Library Updates	8900005012	52002080	$218.08		R	
04/26/19	Daisy IT	2	Office Supplies	Office Supplies	8900005012	52002305	$911.97		R	
04/26/19	Daisy IT	3	Office Supplies	Office Supplies	8900005012	52002305	$172.26		R	
05/02/19	Frontier	4	Phone Service	Communication	8900005012	52002041	$745.88		R	
05/21/19	Thomson West	5	Publications	Law Library Updates	8900005012	52002080	$218.08		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	07/08/19

Approving Official (Print & Sign)	Date
Larry McCallon	07/17/19

SAN BERNARDINO COUNTY

PROCUREMENT CARD PROGRAM

MONTHLY PROCUREMENT CARD PURCHASE REPORT

Card Number	Cardholder	Travel	Billing Period
[redacted]	Samuel Martinez	[redacted]	5/23/19 - 6/24/19

DATE	VENDOR NAME	#	DESCRIPTION	PURPOSE	COST CENTER	G/L ACCOUNT	$ AMT	TRIP NUMBER	*R/D	SALES TAX
05/22/19	Frontier	1	Phone Service	Communication	8900005012	52002041	$745.88		R	
05/30/19	Daisy IT	2	Office Supplies	Office Supplies	8900005012	52002305	$59.79		R	
06/21/19	Survey Monkey	3	Publications	Survey	8900005012	52002080	$222.00		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	07/08/19

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