


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

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**DATE :** OCTOBER 7, 2019  
**FROM:** SAMUEL MARTINEZ, Executive Officer   
**TO:** LOCAL AGENCY FORMATION COMMISSION

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**SUBJECT: AGENDA ITEM #5 – APPROVAL OF EXECUTIVE OFFICERS’ EXPENSE REPORT**

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**RECOMMENDATION:**

Approve the Executive Officers’ Expense Report for Procurement Card Purchases from August 23, 2019 to September 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 August 23, 2019 to September 24, 2019.

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

SM/lj

Attachments

