


LOCAL AGENCY FORMATION COMMISSION FOR SAN BERNARDINO COUNTY

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

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

RECOMMENDATION:

Approve the Executive Officers’ Expense Report for Procurement Card Purchases from September 24, 2019 to October 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 September 24, 2019 to October 22, 2019.

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

SM/lj

Attachments

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PROCUREMENT CARD PROGRAM

MONTHLY PROCUREMENT CARD PURCHASE REPORT

Card Number		Cardholder						Travel	Billing Period	
[REDACTED]		Samuel Martinez							9/24/19 - 10/22/19	
DATE	VENDOR NAME	#	DESCRIPTION	PURPOSE	COST CENTER	G/L ACCOUNT	\$ AMT	TRIP NUMBER	*R/D	SALES TAX
09/23/19	Southwest	1	Air Travel	CALAFCO Conference	8900005012	52942945	\$196.97		R	
09/25/19	Thomson West	2	Publication	Publication	8900005012	52002080	\$233.36		R	
09/25/19	Southwest	3	Air Travel	CALAFCO Conference	8900005012	52942945	\$137.98		R	
09/26/19	Daisy IT	4	Office Supplies	Supplies	8900005012	52002305	\$64.76		R	
09/26/19	Daisy IT	5	Office Supplies	Supplies	8900005012	52002305	\$116.79		R	
09/27/19	Frontier	6	Phone Service	Communication	8900005012	52002041	\$671.87		R	
10/02/19	Southwest	7	Air Travel	CALAFCO Conference	8900005012	52942945	\$223.96		R	
10/02/19	Southwest	8	Air Travel	CALAFCO Conference	8900005012	52942945	\$135.98		R	
10/03/19	Southwest	9	Air Travel	CALAFCO Conference	8900005012	52942945	\$211.97		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>	11/08/19

Approving Official (Print & Sign)	Date
Larry McCallon	11/20/19