


LOCAL AGENCY FORMATION COMMISSION FOR SAN BERNARDINO COUNTY

1170 West 3rd Street, Unit 150 San Bernardino, CA 92415-0490
(909) 388-0480 • Fax (909) 388-0481
lafco@lafco.sbcounty.gov
www.sbclafco.org

DATE : DECEMBER 6, 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 October 24, 2019 to November 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 October 24, 2019 to November 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							10/24/19 - 11/22/19	
DATE	VENDOR NAME	#	DESCRIPTION	PURPOSE	COST CENTER	G/L ACCOUNT	\$ AMT	TRIP NUMBER	*R/D	SALES TAX
10/23/19	Office Depot	1	Office Supplies	Office Supplies	8900005012	52002305	\$43.09		R	
10/24/19	Thomson West	2	Publication	Publication	8900005012	52002080	\$233.36		R	
10/24/19	Daisy IT	3	Office Supplies	Office Supplies	8900005012	52002305	\$234.32		R	
10/30/19	Frontier	4	Phone Service	Communication	8900005012	52002041	\$671.87		R	
10/31/19	American Cab Service	5	Taxi	Transportation	8900005012	52942946	\$42.50		R	
10/31/19	Southwest	6	Air Travel	CALAFCO Conference	8900005012	52942945	\$268.95		R	
11/04/19	Hyatt Regency SAC	7	Hotel	CALAFCO Conference	8900005012	52942942	\$366.90		R	
11/04/19	Hyatt Regency SAC	8	Hotel	CALAFCO Conference	8900005012	52942942	\$390.10		R	
11/04/19	Hyatt Regency SAC	9	Hotel	CALAFCO Conference	8900005012	52942942	\$320.50		R	
11/04/19	Hyatt Regency SAC	10	Hotel	CALAFCO Conference	8900005012	52942942	\$570.58		R	
11/04/19	Hyatt Regency SAC	11	Hotel	CALAFCO Conference	8900005012	52942942	\$320.50		R	
11/04/19	Hyatt Regency SAC	12	Hotel	CALAFCO Conference	8900005012	52942942	\$585.15		R	
11/04/19	Hyatt Regency SAC	13	Hotel	CALAFCO Conference	8900005012	52942942	\$585.15		R	
11/04/19	Hyatt Regency SAC	14	Hotel	CALAFCO Conference	8900005012	52942942	\$585.15		R	
11/04/19	Hyatt Regency SAC	15	Hotel	CALAFCO Conference	8900005012	52942942	\$585.15		R	
11/04/19	Jack Urban Eats SAC	16	Meal - Staff/Commissioner(s)	CALAFCO Conference	8900005012	52942943	\$29.64		R	
11/18/19	Southwest	17	Air Travel	CALAFCO Conference	8900005012	52942945	144.01CR		R	
11/19/19	Southwest	18	Air Travel	CALAFCO Conference	8900005012	52942945	124.94CR		R	
11/20/19	Thomson West	19	Publication	Publication	8900005012	52002080	\$233.36		R	
11/20/19	JM Trophies	20	Office Supplies	Office Expense	8900005012	52002305	\$12.93		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	12/06/19

Approving Official (Print & Sign)	Date
Larry McCallon	12/18/19