


# LOCAL AGENCY FORMATION COMMISSION FOR SAN BERNARDINO COUNTY

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DATE : JANUARY 6, 2020  
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 November 24, 2019 to December 23, 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 November 24, 2019 to December 23, 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							11/24/19 - 12/23/19	
DATE	VENDOR NAME	#	DESCRIPTION	PURPOSE	COST CENTER	G/L ACCOUNT	\$ AMT	TRIP NUMBER	*R/D	SALES TAX
11/22/19	Frontier	1	Phone Service	Communication	8900005012	52002041	\$671.87		R	
12/19/19	Thomson West	2	Publication	Publication	8900005012	52002080	\$233.36		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>	01/06/20

Approving Official (Print & Sign)	Date
Larry McCallon	01/15/20