


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

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DATE : JULY 6, 2020
FROM: SAMUEL MARTINEZ, Executive Officer 
TO: LOCAL AGENCY FORMATION COMMISSION

SUBJECT: AGENDA ITEM #3 – APPROVAL OF EXECUTIVE OFFICERS’ EXPENSE REPORT

RECOMMENDATION:

Approve the Executive Officers’ Expense Report for Procurement Card Purchases from April 23, 2020 to May 22, 2020, and May 23, 2020 to June 22, 2020.

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, 2020 to May 22, 2020, and May 23, 2020 to June 22, 2020.

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						[REDACTED]	4/24/19 - 5/22/2020	
DATE	VENDOR NAME	#	DESCRIPTION	PURPOSE	COST CENTER	G/L ACCOUNT	\$ AMT	TRIP NUMBER	*R/D	SALES TAX
04/23/20	Language Network	1	Professional Linguist	Translation	8900005012	52002445	\$274.75		R	
04/26/20	Zoom	2	Videoconferencing	Commission Meetings	8900005012	52002305	\$14.99		R	
04/24/20	Frontier	3	Phone Service	Communication	8900005012	52002041	\$671.87		R	
04/28/20	Zoom	4	Videoconferencing	Commission Meetings	8900005012	52002305	\$40.00		R	
05/14/20	Best Best & Kreiger	5	Training	AB1234 Ethics Training	8900005012	52942941	\$300.00		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 <i>Samuel Martinez</i>	07/06/20

Approving Official (Print & Sign)	Date
Larry McCallon	07/15/20



PROCUREMENT CARD PROGRAM

ATTACHMENT G

MONTHLY PROCUREMENT CARD PURCHASE REPORT

Card Number		Cardholder						Travel	Billing Period	
[REDACTED]		Samuel Martinez							5/23/20 to 6/22/20	
DATE	VENDOR NAME	#	DESCRIPTION	PURPOSE	COST CENTER	G/L ACCOUNT	\$ AMT	TRIP NUMBER	*R/D	SALES TAX
05/26/20	Zoom	1	Video Conferencing	Commission Meetings	8900005012	52002305	\$14.99		R	
05/27/20	Frontier	2	Phone Service	Communication	8900005012	52002041	\$671.87		R	
06/04/20	Thompson West	3	Law Library Updates	Law Library Updates	8900005012	52002080	\$233.36		R	
06/04/20	Thompson West	4	Law Library Updates	Law Library Updates	8900005012	52002080	\$233.36		R	
06/04/20	Thompson West	5	Law Library Updates	Law Library Updates	8900005012	52002080	\$233.36		R	
06/15/20	Zoom	6	Video Conferencing	Commission Meetings	8900005012	52002305	\$40.00		R	
06/18/20	J&M Trophies	7	Office Expense	Commissioner Name Plate	8900005012	52002305	\$12.93		R	

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Cardholder (Print & Sign)	Date
Samuel Martinez <i>Smil Martinez</i>	07/06/20

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Larry McCallon	07/15/20