LOCAL AGENCY FORMATION COMMISSION
FOR SAN BERNARDINO COUNTY

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DATE : **SEPTEMBER 9, 2020**

FROM: **SAMUEL MARTINEZ, Executive Officer**

TO: **LOCAL AGENCY FORMATION COMMISSION**

SUBJECT: AGENDA ITEM #2 – APPROVAL OF EXECUTIVE OFFICERS' EXPENSE REPORT

RECOMMENDATION:

Approve the Executive Officers' Expense Report for Procurement Card Purchases from June 23, 2020 to July 22, 2020, and July 23, 2020 to August 24, 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 June 23, 2020 to July 22, 2020, and July 23, 2020 to August 24, 2020.

The August 24 statement includes a purchase of a laptop and mouse for $1,547.62. The items were lost during transport and the supplier has issued refunds. The August 24 statements shows a credit of $35.63 for the mouse, and the credit for the laptop ($1,511.99) should reflect in the pending September 22 statement.

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

SM/MT

Attachments

SAN BERNARDINO COUNTY

PROCUREMENT CARD PROGRAM

ATTACHMENT G

MONTHLY PROCUREMENT CARD PURCHASE REPORT

Card Number	Cardholder	Travel	Billing Period
[redacted]	Samuel Martinez	[redacted]	6/23/20 to 7/22/20

DATE	VENDOR NAME	#	DESCRIPTION	PURPOSE	COST CENTER	G/L ACCOUNT	$ AMT	TRIP NUMBER	*R/D	SALES TAX
06/29/20	Zoom	1	Video Conferencing	Commission Meetings	8900005012	52002305	$14.99		R	
07/15/20	Best Best & Krieger	2	Training	Staff Training	8900005012	52942941	$75.00		R	
07/16/20	Zoom	3	Video Conferencing	Commission Meetings	8900005012	52002305	$14.67		R	
07/20/20	Vimeo Pro	4	Video	View Commission Meeting	8900005012	52002305	$240.00		R	
07/21/20	Thompson West	5	Law Library Updates	Law Library Updates	8900005012	52002080	$499.38		R	
07/22/20	Staples	6	Office Expense	Sneeze Guards	8900005012	52002305	$642.57		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	09/08/20

Approving Official (Print & Sign)	Date
Larry McCallon	09/16/20

SAN BERNARDINO COUNTY

PROCUREMENT CARD PROGRAM

ATTACHMENT G

MONTHLY PROCUREMENT CARD PURCHASE REPORT

Card Number	Cardholder	Travel	Billing Period
[redacted]	Samuel Martinez	[redacted]	7/23/20 to 8/24/20

DATE	VENDOR NAME	#	DESCRIPTION	PURPOSE	COST CENTER	G/L ACCOUNT	$ AMT	TRIP NUMBER	*R/D	SALES TAX
07/26/20	Zoom	1	Video Conferencing	Commission Meetings	8900005012	52002305	$54.99		R	
08/02/20	Staples Direct	2	Staff Laptop	Office Supplies	8900005012	52002305	$1,547.62		R	
08/12/20	Zoom	3	Video Conferencing	Commission Meetings	8900005012	52002305	$54.99		R	
08/19/20	Staples Direct	4	Wireless Mouse	Office Supplies	8900005012	52002305	35.63 CR		R	
08/22/20	Costco	5	Staff Laptop	Office Supplies	8900005012	52002305	$680.52		R	
									R	

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Cardholder (Print & Sign)	Date
Samuel Martinez	09/08/20

Approving Official (Print & Sign)	Date
Larry McCallon	09/16/20