


LOCAL AGENCY FORMATION COMMISSION FOR SAN BERNARDINO COUNTY

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DATE : NOVEMBER 10, 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 August 25, 2020 to September 22, 2020 and September 23, 2020 to October 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 August 24, 2020 to August 25, 2020 to September 22, 2020 and September 23, 2020 to October 22, 2020.

The September statement shows a credit for a laptop (\$1,511.99) that was billed, delayed in transit, and routed back to the vendor (Staples Direct) in August. In turn, staff purchased a different laptop from a different vendor in September (Golden Star Tech).

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

SM/MT

Attachments



PROCUREMENT CARD PROGRAM

ATTACHMENT G

MONTHLY PROCUREMENT CARD PURCHASE REPORT

F		Cardholder Samuel Martinez						Travel	Billing Period	
DATE	VENDOR NAME	#	DESCRIPTION	PURPOSE	COST CENTER	G/L ACCOUNT	\$ AMT	TRIP NUMBER	*R/D	SALES TAX INCL
08/25/20	Thomas West	1	Law Library Updates	Law Library Updates	8900005012	52002080	\$249.69		R	
08/25/20	Amazon	2	Office Expense	HP Fuser Kit	8900005012	52002305	\$246.73		R	
09/01/20	Staples Direct	3	Office Expense	Staff Laptop	8900005012	52002305	1,511.99CR		R	
09/01/20	Microsoft	4	Office Expense	Software Subscription	8900005012	52002115	\$69.99		R	
09/04/20	Frontier	5	Phone Service	Communication	8900005012	52002041	\$2,003.50		R	
09/11/20	Golden Star Tech	6	Office Expense	Staff Surface Laptop	8900005012	52002305	\$1,752.23		R	
09/12/20	Zoom	7	Video Conferencing	Commission Meeting	8900005012	52002305	\$30.16		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	11/09/20

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

