

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

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FROM: KATHLEEN ROLLINGS-McDONALD, Executive Officer

TO: LOCAL AGENCY FORMATION COMMISSION

**SUBJECT: AGENDA ITEM #3 – APPROVAL OF EXECUTIVE OFFICER'S
EXPENSE REPORT**

RECOMMENDATION:

Approve the Executive Officer's Expense Report for Procurement Card Purchases as presented for the month of August 2011.

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 #3. Staff has prepared an itemized report of purchases that covers the billing period of July 23, 2011 through August 22, 2011.

Staff is recommending that the Commission approve the Executive Officer's expense report as listed on the attached report.

KRM/rcl

[Attachments](#)