

# LOCAL AGENCY FORMATION COMMISSION COUNTY FOR SAN BERNARDINO

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**DATE:** OCTOBER 11, 2011

**FROM:** KATHLEEN ROLLINGS-McDONALD, Executive Officer



**TO:** LOCAL AGENCY FORMATION COMMISSION

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**SUBJECT: AGENDA ITEM #2 – APPROVAL OF EXECUTIVE OFFICER'S  
EXPENSE REPORT**

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## **RECOMMENDATION:**

Approve the Executive Officer's Expense Report for Procurement Card Purchases as presented for the month of September 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 August 23, 2011 through September 22, 2011. Please note that items 5 and 6 on the Procurement Card Report are awaiting reimbursement for a portion of the charges incurred during the CALAFCO Conference as part of the final reconciliation of Commission charges.

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

KRM/rcl

[Attachments](#)