

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

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**DATE: APRIL 9, 2012**

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

**TO: LOCAL AGENCY FORMATION COMMISSION**



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**SUBJECT: AGENDA ITEM #4 – APPROVAL OF EXECUTIVE OFFICER’S  
EXPENSE REPORT**

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**RECOMMENDATION:**

Approve the Executive Officer’s Expense Report for Procurement Card Purchases for February 2012 and March 2012 and Travel Claim as presented.

**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 January 23, 2012 through February 22, 2012 and February 23, 2012 through March 22, 2012.

A copy of the Executive Officer’s Travel Claim is also provided for the Commission’s approval.

It is recommended that the Commission approve the Executive Officer’s expense report as shown on the attachments.

KRM/rc1

Attachments



**COUNTY OF SAN BERNARDINO  
PROCUREMENT CARD PROGRAM**

**MONTHLY PROCUREMENT CARD PURCHASE REPORT**

<b>Card Number</b> [REDACTED]	<b>Cardholder</b> Kathleen Rollings-McDonald	<b>Billing Period</b> 1/23/12 – 2/21/12
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Date	Vendor Name	Receipt/ Invoice No.	Item Description	Purpose	\$ Amount	Reconciled (R) Disputed (D)	Sales Tax Included on invoice (Yes or No)
1-24	Iron Mountain	1	Monthly Payment	Records Maintenance and Storage	65.43	R	N
2-14	Verizon	2	Payment – Phone Bill (February)	Phone Line for alarm	37.68	R	Y
2-16	Panera Bread	3	Bagels	LAFCO Hearing	13.99	R	N
2-16	Iron Mountain	4	Monthly Payment	Records Maintenance and Storage	65.43	R	N

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.

<b>Cardholder (Print &amp; Sign)</b> Kathleen Rollings-McDonald <i>Kathleen Rollings-McDonald</i>	<b>Date</b> 2/28/12
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<b>Approving Official (Print &amp; Sign)</b> Brad Mitzelfelt, Chairman	<b>Date</b>
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**COUNTY OF SAN BERNARDINO  
PROCUREMENT CARD PROGRAM**

**MONTHLY PROCUREMENT CARD PURCHASE REPORT**

<b>Card Number</b> [REDACTED]	<b>Cardholder</b> Kathleen Rollings-McDonald	<b>Billing Period</b> 2/22/12 – 3/22/12
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Date	Vendor Name	Receipt/ Invoice No.	Item Description	Purpose	\$ Amount	Reconciled (R) Disputed (D)	Sales Tax Included on invoice (Yes or No)
03-02	Water Education Foundation	1	Registration - Tuerpe	Water Conference	125.00	R	N
03-07	Southwest Airlines	2	Airfare – Martinez	CALAFCO Workshop	246.60	R	Y
03-13	Chevron	3	Gas for Car Rental	Landers Community Meeting	42.12	R	N
03-13	Quiznos Sub Store	4	Dinner for Staff & Commissioners	Landers Community Meeting	89.99	R	Y
03-14	Enterprise Rent-A-Car	5	Car Rental to transport Staff	Landers Community Meeting	88.36	R	Y
03-15	Solano Press Books	6	Managing Fire in the Urban Wildland	Publication	289.49	R	Y
03-16	Verizon	7	Payment – Phone Bill (March)	Phone Line for Alarm	32.17	R	Y
03-20	Iron Mountain	8	Monthly Payment	Records maintenance and Storage	65.43	R	N

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.

<b>Cardholder (Print &amp; Sign)</b> Kathleen Rollings-McDonald <i>Kathleen Rollings-McDonald</i>	<b>Date</b> 4/9/12
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<b>Approving Official (Print &amp; Sign)</b> Brad Mitzelfelt, Chairman	<b>Date</b>
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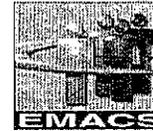




County of San Bernardino

FAS / EMACS

EMPLOYEE REIMBURSEMENT FORM



ER DOCUMENT ID:		
R1179	890	2012-3
Employee ID	FAS DEPT	CLAIM NUMBER

*Employee Reimbursement document ID is for reference only. It will not appear on FAS reports. Charges will come through EMACS.*

Your Employee Reimbursement will be paid in the same manner as your payroll check. If your name, address, or direct deposit information has changed, please update with your payroll clerk.

ROLLINGS-McDONALD, KATHLEEN 1/25/2012 4/9/2012  
Last Name First Name Travel Begin Date Travel End Date

Check box on lines for out-of-state travel.

DOCUMENT TOTAL \$ 61.00

Out-of-State	Description	Earning Code	Fund	Dept	Organization	GRC	APPR	Object Code	Amount
<input type="checkbox"/>	Meals	XLN	NHY	890	890		294	2943	\$61.00
<input type="checkbox"/>									
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Description	Earning Code	Object Code
Air Travel	XAN	2945
Car Rental	XCN	2944
Cell Phone	XPN	2181
Hotel	XHN	2942
Mandated Travel	XFN	2947
Meals	XLN	2943
Membership Dues	XDN	2075
Other Travel	XON	2946
Private Mileage	XMN	2940
Relocation	XRN	2145
Training	XTN	2941
Tuition Reimbursement	XSN	2076

Action Taken	Initials	Date
Amount reclassified by		
Approved by		
Claim keyed by		
Verified by		

Description	Earning Code	Object Code
Meals Taxable	XOT	2943
Relocation Taxable	XRT	2145
Travel Advance	XVN	2949

DETAILED SUPPORT FOR THE EXPENSES HEREON CLAIMED IS ON THE REVERSE SIDE OF THIS FORM

Department Contact: Rebecca Lowery Mail Code: 0490 Telephone: 909-383-9900

I hereby certify that I have examined the facts of the transactions hereon set forth as evidenced by the evidence hereon and the documents attached hereto. All verifications, certifications, and checking of computations required by the County Charter and Government Codes have been complied with and this claim in the total amount shown is hereby approved for payment.

COUNTY AUDITOR CONTROLLER By \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_