LOCAL AGENCY FORMATION COMMISSION
FOR SAN BERNARDINO COUNTY

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DATE: **OCTOBER 9, 2012**

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 for August and September 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 Accounting and Financial Policy #4. Staff has prepared an itemized report of purchases that covers the billing period of July 23, 2012 through August 22, 2012 and August 23, 2012 through September 22, 2012.

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

Staff recommends that the Commission approve the Executive Officer's expense report as shown on the attachments.

KRM/rcl

Attachments

DETAIL SUPPORT FOR EMPLOYEE REIMBURSEMENT

TO BE COMPLETED BY EMPLOYEE

Employee No. r1179 Phone No. 909-383-9900 For the Month of August 7, 2012 through October 10, 2012

Occup. Unit Exempt

Assigned Hdqtrs. San Bernardino (City) Principal place of residence Redlands (City)

WHEN			PRIVATE MILEAGE	WHERE	WHY	B L D	MEALS, LODGING AND OTHER EXPENSES	
Date	Time From	Time To		City of Destination	Purpose		Amount	Expense Item
09/17/12				TwinPeaks	Special District Assoc. Meeting	D	37.00	

TOTAL MILES THIS CLAIM: 0 ¢ = $

	MILEAGE AMOUNT	EXPENSES	TOTAL CLAIM
SUB TOTAL	$	$ 37.00	
LESS ADVANCE	[redacted]		
TOTAL	$	$ 37.00	$ 37.00

The undersigned declares under penalty of perjury that the expenses hereon claimed were necessary in attending to County Business in conformity with the policies established by the Board of Supervisors, and that no part thereof has been previously paid. In claiming reimbursement for private auto mileage, I hereby certify that I have a valid California Driver's License and that I carry vehicle liability insurance as required by the County.

Signed [signature] Claimant 0490 Mail Code 10/9/12 Date Approved _____ Authorized Signer (Print and Sign)

COUNTY OF SAN BERNARDINO
PROCUREMENT CARD PROGRAM

MONTHLY PROCUREMENT CARD PURCHASE REPORT

Card Number	Cardholder	Billing Period
[redacted]	Kathleen Rollings-McDonald	7/23/12 to 8/22/12

Date	Vendor Name	Receipt/ Invoice No.	Item Description	Purpose	$ Amount	Reconciled (R) Disputed (D)	Sales Tax Included on invoice (Yes or No)
7-25	Molly's Cafe	1	Meal – Martinez, Tuerpe,Savala,	Clerk Interviews	33.81	R	Y
7-25	Thomson West	2	Monthly Payment	Law Library Updates	126.90	R	Y
7-25	Thomson West	3	Monthly Payment	Law Library Updates	126.90	R	Y
8-02	Sears	4	Office Refrigerator	Replacement Of Office Refrigerator	501.98	R	Y
8-14	Iron Mountain	5	Monthly Payment	Records Maintenance and Storage	72.36	R	N
8-15	Advance Copy Systems	6	Monthly Payment	Copy Machine Rental	268.92	R	Y
8-15	Verizon	7	Payment – Phone Bill (Aug)	Phone Line for Alarm	34.74	R	Y
8-16	Panera Bread	8	Bagels	LAFCO Hearing	13.99	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.

Cardholder (Print & Sign)	Date	Approving Official (Print & Sign)	Date
Kathleen Rollings-McDonald	9/10/12	Jim Curatalo, Chairman	

REV. 09/07

COUNTY OF SAN BERNARDINO
PROCUREMENT CARD PROGRAM

MONTHLY PROCUREMENT CARD PURCHASE REPORT

Card Number	Cardholder	Billing Period
[redacted]	Kathleen Rollings-McDonald	8/23/12 to 9/22/12

Date	Vendor Name	Receipt/ Invoice No.	Item Description	Purpose	$ Amount	Reconciled (R) Disputed (D)	Sales Tax Included on invoice (Yes or No)
8/24	Thomson West	1	Monthly Payment	Law Library Updates	126.90	R	Y
9/03	HP Direct	2	Computer and Monitor	Clerk's Office	957.50	R	Y
9/11	Iron Mountain	3	Monthly Payment	Records Maintenance and Storage	72.36	R	N
9/19	Southwest Airlines	4	Airfare - Martinez	CALAFCO Annual Conference	128.80	R	Y
9/19	Southwest Airlines	5	Airfare – Martinez	CALAFCO Annual Conference	78.80	R	Y
9/21	Solano Press Books	6	Guide to Local Government Finance in CA	Publication	305.90	R	Y
9/24	Southwest Airlines	7	Airfare – Rollings-McDonald	CALAFCO Annual Conference	266.60	R	Y

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	Approving Official (Print & Sign)	Date
Kathleen Rollings-McDonald	10/9/12	Jim Curatalo, Chairman	

REV. 09/07