LOCAL AGENCY FORMATION COMMISSION
FOR SAN BERNARDINO COUNTY

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DATE: **NOVEMBER 13, 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 October 2012 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 #4(H). Staff has prepared an itemized report of purchases that covers the billing period of September 23, 2012 through October 22, 2012.

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

KRM/rcl

Attachments

COUNTY OF SAN BERNARDINO
PROCUREMENT CARD PROGRAM

MONTHLY PROCUREMENT CARD PURCHASE REPORT

Card Number	Cardholder	Billing Period
[redacted]	Kathleen Rollings-McDonald	9/23/12 to 10/22/12

Date	Vendor Name	Receipt/ Invoice No.	Item Description	Purpose	$ Amount	Reconciled (R) Disputed (D)	Sales Tax Included on invoice (Yes or No)
10/3	Thomas West	1	Monthly Payment	Law Library Updates	126.90	R	Y
10/8	Enterprise Rent A Car	2	Car Rental – Rollings-McDonald	CALAFCO Annual Conference	184.41	R	Y
10/8	Hyatt Hotel - Monterey	3	Hotel – Rollings-McDonald	CALAFCO Annual Conference	584.80	R	Y
10/8	Hyatt Hotel - Monterey	4	Hotel – Mitzelfelt	CALAFCO Annual Conference	332.10	R	Y
10/8	Hyatt Hotel - Monterey	5	Hotel - Curatalo	CALAFCO Annual Conference	332.10	R	Y
10/8	Hyatt Hotel - Monterey	6	Hotel – Martinez	CALAFCO Annual Conference	481.10	R	Y
10/8	Hyatt Hotel - Monterey	7	Hotel – Smith	CALAFCO Annual Conference	498.15	R	Y
10/8	Hyatt Hotel – Monterey	8	Hotel – Bagley	CALAFCO Annual Conference	498.15	R	Y
10/8	Hyatt Hotel – Monterey	9	Hotel - Sethi	CALAFCO Annual Conference	498.15	R	Y
10/17	Thomas West	10	Monthly Payment	Law Library Updates	126.90	R	Y
10/18	Panera Bread	11	Bagel's	LAFCO Hearing	13.99	R	N
10/18	Verizon	12	Payment – Phone Bill	Phone Line for Alarm	69.83	R	Y
10/22	Southwest Airlines	13	Airfare - Martinez	CALAFCO Board Meeting	271.60	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 Kathleen Rollings McDonald	11/13/12	James Curatalo, Chairman	11/21/12

REV. 09/07