

# LOCAL AGENCY FORMATION COMMISSION FOR SAN BERNARDINO COUNTY

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**DATE:** APRIL 3, 2013  
**FROM:** KATHLEEN ROLLINGS-McDONALD, Executive Officer  
**TO:** LOCAL AGENCY FORMATION COMMISSION

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**SUBJECT: AGENDA ITEM #3 – 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 and March 2013 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 January 23, 2013 through February 22, 2013, and February 23, 2013 through March 22, 2013.

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

ATTACHMENT G

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MONTHLY PROCUREMENT CARD PURCHASE REPORT

<b>Card Number</b> [REDACTED]	<b>Cardholder</b> Kathleen Rollings-McDonald	<b>Billing Period</b> 2/23/13 to 3/22/13
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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)
2/27	UCLA Extension	1	Registration – Tuerpe	Public Policy Training – Funding & Financing	269.00	R	N
2/27	UCLA Extension	2	Registration - Martinez	Public Policy Training – Funding & Financing	269.00	R	N
2/27	Thomas West	3	Monthly Payment	Law Library Updates	186.20	R	Y
3/07	Southwest Airlines	4	Airfare – Rollings-McDonald	CALAFCO Legislative Committee	308.30	R	Y
3/15	Southwest Airlines	5	Airfare – Martinez	CALAFCO Staff Workshop	175.30	R	Y
3/15	Southwest Airlines	6	Airfare – Lowery	CALAFCO Staff Workshop	175.30	R	Y
3/18	Southwest Airlines	7	Airfare - Martinez	CALAFCO Planning Committee	222.30	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.

<b>Cardholder (Print &amp; Sign)</b> Kathleen Rollings-McDonald <i>Kathleen Rollings-McDonald</i>	<b>Date</b> 4/3/13
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<b>Approving Official (Print &amp; Sign)</b> James Curatalo, Chairman	<b>Date</b> 4/17/13
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COUNTY OF SAN BERNARDINO  
PROCUREMENT CARD PROGRAM

ATTACHMENT G

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MONTHLY PROCUREMENT CARD PURCHASE REPORT

Card Number	Cardholder	Billing Period
[REDACTED]	Kathleen Rollings-McDonald	1/23/13 to 2/22/13

Date	Vendor Name	Receipt/ Invoice No.	Item Description	Purpose	\$ Amount	Reconciled (R) Disputed (D)	Sales Tax Included on invoice (Yes or No)
1/28	FedEx Office	1	Copies	CCL Annual Meeting	95.58	R	Y
1/30	Lorman Education	2	Registration - Lowery	Public Records Training	329.00	R	N
1/30	CA Special Districts	3	Registration - Tuerpe	GAAP Webinar	69.00	R	N
2/01	PC Mall Gov	4	Battery For Server	Replacement Battery	251.57	R	Y
2/06	Water Education Foundation	5	Registration - Martinez	Water 101 – The Basics and Beyond	250.00	R	N
2/08	PayPro Global, Inc	6	AutoPlay Express Software License	License Renewal	202.95	R	N
2/13	Verizon	7	Payment – Phone Bill	Phone Line for Alarm	40.45	R	Y
2/14	Denny's	8	Meal – Rollings-McDonald & Martinez	Meeting – City of Needles	21.98	R	Y
2/21	Panera Bread	9	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.

<b>Cardholder (Print &amp; Sign)</b>  Kathleen Rollings-McDonald	<b>Date</b> 3/19/13
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<b>Approving Official (Print &amp; Sign)</b> James Curatalo, Chairman	<b>Date</b> 4/17/13
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