

# LOCAL AGENCY FORMATION COMMISSION FOR SAN BERNARDINO COUNTY

215 North D Street, Suite 204, San Bernardino, CA 92415-0490  
(909) 383-9900 • Fax (909) 383-9901  
E-MAIL: [lafco@lafco.sbcounty.gov](mailto:lafco@lafco.sbcounty.gov)  
[www.sbclafco.org](http://www.sbclafco.org)

---

**DATE: MAY 7, 2013**

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

**TO: LOCAL AGENCY FORMATION COMMISSION**

---

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

---

## **RECOMMENDATION:**

Approve the Executive Officer’s Expense Report for Procurement Card Purchases for May 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 March 23, 2013 through April 22, 2013.

In reconciling the expenditures, it was noted that a purchase in the amount of \$91.80 was made against the LAFCO credit card that had not been authorized by the Executive Officer. Upon further investigation, it was determined that the transaction was fraudulent. The credit card was cancelled, and a new card was issued. Both the Auditor Controller’s Office and US Bank were notified of the fraudulent transaction. The LAFCO credit card account will be credited with the amount of \$91.80.

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

KRM/rc1

Attachment



COUNTY OF SAN BERNARDINO  
PROCUREMENT CARD PROGRAM

ATTACHMENT G

Page 1 of 1

MONTHLY PROCUREMENT CARD PURCHASE REPORT

<b>Card Number</b> [REDACTED]	<b>Cardholder</b> Kathleen Rollings-McDonald	<b>Billing Period</b> 3/23/13 to 4/22/13
----------------------------------	---	---

Date	Vendor Name	Receipt/ Invoice No.	Item Description	Purpose	\$ Amount	Reconciled (R) Disputed (D)	Sales Tax Included on invoice (Yes or No)
3-25	Ontario Airport	1	Parking – Rollings-McDonald	Legislative Committee- Oakland	18.00	R	N
3-25	Andale Mexican Restaurant	2	Dinner – Rollings-McDonald	Legislative Committee- Oakland	28.80	R	Y
3-27	PayPal	3	Registration - Tuerpe	State of the County 2013	50.00	R	N
3-29	Thomson West	4	Monthly Payment	Law Library Updates	127.20	R	Y
4-01	Verizon	5	Payment – Phone Bill	Phone line for Alarm	34.89	R	Y
4-09	Solano Press Books Inc.	6	Curtin's CA Land Use & Planning Law	Publication	182.97	R	Y
4-15	Hallmark Inn	7	Hotel – Martinez	CLAFCO Staff Workshop	241.98	R	Y
4-15	Hallmark Inn	8	Hotel – Lowery	CLAFCO Staff Workshop	241.98	R	Y
4-17	Beauty.com	9	Fraudulent Purchase	Fraudulent Purchase	91.80	D	UNK
4-18	Panera Bread	10	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> 5/7/13	<b>Approving Official (Print &amp; Sign)</b> James Curatalo, Chairman	<b>Date</b> 5/15/13
--	-----------------------	--	------------------------