


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

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DATE : AUGUST 7, 2017 
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 from June 23, 2017 through July 24, 2017 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 and Procedure Manual Section II – Accounting and Financial Policy #3(H). Staff has prepared an itemized report of purchases that covers the billing period of June 23, 2017 through July 24, 2017.

Staff recommends that the Commission approve the Executive Officer’s expense report as shown on the attachment.

KRM/LJ

Attachment



**COUNTY OF SAN BERNARDINO
PROCUREMENT CARD PROGRAM**

MONTHLY PROCUREMENT CARD PURCHASE REPORT

Card Number [REDACTED]	Cardholder Kathleen Rollings-McDonald	Billing Period 6/23/2017 to 7/24/2017
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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)
6-25	SITOA (Valley Cab)	1	Payment	Cab Fare – K. Rollings-McDonald, CALAFCO University 6/26/2017	37.50	R	N
6-27	SMF Cafeteria	2	Payment	Dinner – K. Rollings-McDonald & Samuel Martinez	34.84	R	Y
6-26	Sheraton Grand Dinning	3	Payment	Breakfast – K.Rollings-McDonald CALAFCO University	24.00	R	Y
6-27	Sheraton Sacramento	4	Payment	CALAFCO University, K. Rollings-McDonald	185.94	R	Y
7-14	Riverside Rubber Stamp	5	Payment	Office Supplies	151.02	R	Y
7-18	G/M Business Interiors	6	Payment	Office Move	2,988.34	R	Y
7-22	Frontier	7	Payment	Phone Line	61.43	R	N
7-21	Daisy IT	8	Payment	Office Supplies	155.07	R	Y
7-21	DAISY IT	9	Payment	Office Supplies	239.24	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) Kathleen Rollings-McDonald 	Date 8/7/2017
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Approving Official (Print & Sign) Kimberly Cox, Chair	Date 8/16/2017
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