



City of San Bernardino  
**Purchasing Card Charges by Department**  
Sep-2024 Expenditures  
Summary by Fund

Fund	Amount
001 - General	61,443.69
111 - AB2766 Air Quality	467.52
116 - Emergency Solutions Grant 14.231	1,146.98
119 - Community Development Block Grant	(295.20)
123 - Federal Grant Programs	1,495.68
124 - Animal Control	8,472.76
126 - Gas Tax Fund	2,728.69
130 - State And Other Grant Programs	1,250.00
635 - Fleet Services Fund	418.67
679 - Information Technology	1,606.02
<b>Grand Total</b>	<b>78,734.81</b>



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September-2024 Expenditures

<b>Fund / Department / Account / Description</b>	<b>P-Card Charges</b>
<b>001 - General</b>	
<b><u>Mayor</u></b>	
5111 - Material And Supplies	
City shirts for Mayor & staff - Mayor 9/17/24	397.54
Large Bins for Office Supplies - Exec Asst to Mayor	29.33
Office Supplies - Laminator - Exec Asst to Mayor 9/15/24	109.57
Office Supplies - Mayor 9/26/24	15.65
Office supplies for break room - Exec Asst to Mayor 9/21/24	14.13
Office Supplies for Mayor's Office - Mayor	57.40
Office Supplies for Mayor's Office - Mayor 9/26/27	34.79
5122 - Dues And Subscriptions	
Monthly Sun Subscription - Mayor 9/19/24	14.00
5132 - Meetings And Conferences	
Park Charge incorrectly charged; see attached receipt for refund	36.00
Refund of parking charged in error - Mayor	(36.00)
Supplies for MCC Meeting and Office Meetings - Exec Asst to Mayor 9/26	57.63
Table for MCC Meetings - Council Admin Supervisor 9/26/24	71.03
5186 - Civic And Promotional	
PENS.COM - 09.04.24 Rideshare Bags for Wellness & Health Fair Gi	208.77
<b>Mayor Total</b>	<b>1,009.84</b>
<b><u>City Council</u></b>	
5111 - Material And Supplies	
09-19-2024 - \$500.54 - COMPUTERIZED EMBROIDERY - Staff Office S	500.54
Certificate Paper - Council Admin Supervisor 9/11/24	15.21
Certificate Paper - Council Admin Supervisor 9/17/24	76.86
Certificate Paper - Council Admin Supervisor 9/18/24	24.44
Council Office - Office Supplies - Council Admin Supervisor 9/14/24	97.86
5132 - Meetings And Conferences	
09-10-2024 - \$426.25 - COSTCO - 09-18-2024 MCC Meeting Supplies	426.25
09-11-2024 - \$69.50 - MARSHALLS - 09-18-2024 MCC Meeting Supplie	69.50
09-12-2024 - \$161.24 - COSTCO - 09-18-2024 MCC Meeting Meal Item	161.24
09-17-2024 - \$383.06 - LOS TACOS LOKOS - 09-18 -2024 MCC Meeting	383.06
MCC Meeting Supplies - Council Admin Supervisor 9/17/24	32.60
Meeting Supplies for the MCC Meeting - Council Admin Supervisor 9/17/24	20.03
Note Pads for MCC Meetings - Council Admin Supervisor 9/11/24	19.56
Notepads for the MCC Meetings - Council Admin Supervisor 9/3/24	17.40
5147 - Meetings And Conferences - Ward 6	
09-05-2024 - \$25.00 - Ward 6 (Calvin) - CAL CITIES IE DIVISION L	25.00
<b>City Council Total</b>	<b>1,869.55</b>



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<b><u>City Manager</u></b>	
5111 - Material And Supplies	
Amazon - 09.04.24 CM Briefcase - Laptop Bag	18.39
Amazon - 09.25.24 CM OFFICE SUPPLIES	12.70
DCM book order of The First 90 Days: Proven Strategies for	19.02
DCM book orders of Build an A Team/ HBR The 17 Skills Lead	72.35
Deputy City Manager requested to have this book ordered.	86.49
Harvard Business Review set of books ordered by request of DCM S	148.98
5122 - Dues And Subscriptions	
Membership Dues paid Title II ACTCP Member for ADA Coordinator D	300.00
Refund for Business Journal Subscription LA Business First.	(114.80)
5132 - Meetings And Conferences	
AA Flight to attend 2024 Fall ADA Conference in Madison, WI for	896.96
American Airlines Flight Details to Pittsburgh on 09.21.2024 for	349.98
American Airlines Flight Details/Seats to Pittsburgh on 09.21.20	64.17
Department Head Lunch Meeting September 11 2024.	184.77
Department Head Lunch meeting September 26 2024.	177.61
Inland Empire Division Mtg. - 09.17.2024 Govt Affairs Manager to attend	25.00
LCC & Inland Empire Division 2024 Annual Conf Network Luncheon 1	40.00
League of Cal Cities IE Division Meeting registration attendance	25.00
Pizza Hut - 08.29.24 CM Injunction Follow-Up Meeting	28.25
Refreshments for Department Head Lunch meeting September 26 2024	10.99
Registration for 2024 Fall ADA Conference in Madison WI for Depu	385.00
Southwest - 09.25.24 Flight to Ontario from Pittsburgh for ICMA	442.97
<b>City Manager Total</b>	<b>3,173.83</b>
<b><u>City Clerk</u></b>	
5122 - Dues And Subscriptions	
Nessa Morales' Notary Public course/exam/ dues	830.96
URL/Linktree yearly subscription period 09-28-2024 to 09-27-2025	90.00
5133 - Education And Training	
Records Management I - Retention & Disposition Webinar for train	60.00
Records Management II - Digital Records Webinar for training pur	60.00
Time Management training through IIMC for Telicia Lopez	60.00
<b>City Clerk Total</b>	<b>1,100.96</b>
<b><u>Community Development &amp; Housing</u></b>	
5111 - Material And Supplies	
CSR city embroidered shirts.	217.21
Homeless Coordinator's Meeting - Homeless Solutions Manager	100.36
Housing embroidery shirts.	101.20
5112 - Small Tools And Equipment	
Hard hats & flashlights for department earthquake readiness kits	61.95
Safety equipment for departmental use - in case of emergency.	68.49



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5132 - Meetings And Conferences	
Cancellation fee for Homeless Solutions Manager - Homeless Solutions Manager	0.00
Director Elliott - monthly department meeting budget \$50.00. (Se	48.50
Director Elliott asked for this to be ordered. Department trophy	292.25
5133 - Education And Training	
Training receipt - Lead Cod Enforcement Officer	288.40
5502 - Professional Contractual Services	
Translation Services and notary fee regarding the Harris Buildin	129.38
<b>Community Development &amp; Housing Total</b>	<b>1,307.74</b>
<b><u>Economic Development</u></b>	
5121 - Advertising	
Advertisement for City in regional publication	1,895.00
5122 - Dues And Subscriptions	
Publication subscription - Econ Dev Director	8.00
5132 - Meetings And Conferences	
Monthly Director Allowance Budget \$50 for Dept meetings	46.80
5133 - Education And Training	
IRWA Certification Course 901 - Deputy Director Econ Dev	265.00
5502 - Professional Contractual Services	
Court certified document translation - Harris Building donation.	122.91
<b>Economic Development Total</b>	<b>2,337.71</b>
<b><u>Finance &amp; Management Services</u></b>	
5111 - Material And Supplies	
office supplies for admin and payroll	34.65
5122 - Dues And Subscriptions	
Barrons subscription	32.61
CSMFO Registration Invoice - Budget	55.00
San Francisco Chronicles Subscription.	15.96
The Sun subscription	18.00
The Wall Street subscription	31.31
5132 - Meetings And Conferences	
Budget Training Academy- Hyatt _ Reservation Confirmation Senior Budget Analyst,	845.65
CalPERS Forum- Hotel reservation. Budget	1,022.40
CalPERS Forum- Hotel reservation. Lead Payroll Tech	511.20
CalPERS Forum- Registration. Budget Division Manager	599.00
CalPERS Forum- Registration. Management Analyst I	599.00
CalPERS Forum- Registration. Payroll	599.00
Cancellation for hotel for league of california cities	(894.00)
CMRTA Annual Conference 2024	399.00
Food/Refreshments for broadband meeting (9/24)	47.83



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GFOA Budget Analyst Training Academy - Hotel Invoice Budget Division Manager	861.65
GFOA Budget Analyst Training Academy - Hotel Invoice Management Analyst I	853.65
Snack/Refreshment purchase for broadband meetings (9/24 & 9/25)	57.05
Snacks/Refreshments for Broadband Meetings (9/24 and 9/25)	60.32
<b>Finance &amp; Management Services Total</b>	<b>5,749.28</b>
<b><u>General Government</u></b>	
5111 - Material And Supplies	
Table for Community Intervention Program Manager's Office	32.51
5132 - Meetings And Conferences	
Registration for 2024 San Bernardino Countywide Gangs and Drugs	60.77
5502 - Professional Contractual Services	
Charges are for the community projects budgeted total amount of	188.92
<b>General Government Total</b>	<b>282.20</b>
<b><u>Human Resources &amp; Risk Management</u></b>	
5105 - Employee Recognition	
Health Fair Raffle Prizes	1,637.24
5111 - Material And Supplies	
A banner for Job Fairs	43.49
Department Swag with city logo for job fairs. Due to the limit t	2,011.78
Health Fair supplies	246.52
HR Department Supplies	76.05
Refund from Amazon for Health Fair supplies wrong item.	(19.56)
5121 - Advertising	
Job fair registration fee	450.00
5132 - Meetings And Conferences	
Andrea- Hotel reservation for conference fee	308.27
CalGov HR Conference Hotel Stay for HR Analyst Trainee	228.72
CalGov HR Conference Hotel Stay for Supervising HR Analyst	228.72
Conference hotel stay for HR Analyst Trainee amount may change o	854.21
Conference Neogov hotel stay deposit -Senior HR Tech	180.27
Conference Neogov Ignite 3 Day Conference - Senior HR Tech	1,225.00
Conference stay for HR Director	403.84
HR Analyst Trainee- Cal Gov HR Labor Relations	258.96
HR Recruitment Analyst Conference Flight Ticket	289.96
Supervising HR Analyst- Cal Gov HR Labor Relations	258.96
5133 - Education And Training	
Training Overview of Public Sector - HR Analyst I (same training	398.00
Training Overview of Public Sector - Supervising HR Analyst	398.00
5175 - Postage	
Courier service	303.42



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5183 - Management Allowance	
Bagels for farewell to Benefit's Supervisor HR and staff	20.80
HR Monthly Meeting Birthdays	24.98
<b>Human Resources &amp; Risk Management Total</b>	<b>9,827.63</b>
<b><u>Library</u></b>	
5111 - Material And Supplies	
Water Filter for Staff Break Area	53.28
5112 - Small Tools And Equipment	
001-470-0063-5112 Bathroom baby changing table	564.84
5132 - Meetings And Conferences	
CLA Membership	40.00
One Day Conference Pass / CLA	155.00
5123 - Library Books	
Subscription LA Times - Ebsco	799.13
<b>Library Total</b>	<b>1,612.25</b>
<b><u>Parks &amp; Recreation</u></b>	
5111 - Material And Supplies	
adjustable reaching poles and leaf nets, thermometer for pools	364.91
Bingo prizes are purchased weekly for Bingo Club held at both Fi	229.84
biohazard bags for first aid room trashcans at pools	7.05
Breast Cancer Awareness Swim event giveaways and supplies	38.05
Carry bag for CPR manakin	7.60
Items purchased for Senior Games Pickleball Tournament on 9/28an	118.52
Items purchased for Senior Games Pickleball Tournament Raffles o	74.22
Items purchased for the Just Dance held at Perris Hill Senior Ce	29.97
Items purchased were used for the Senior games Pickleball Tourn	180.87
Items purchased were used for the Senior games Softball Tourname	26.66
LG radios charging bases	51.57
MSDS binders for all pools	45.66
parking fee for disaster expo	25.00
Pool equipment storage racks	173.11
Portable sink for special events first aid station	104.37
purchase of challenge coins for Veterans & Memorial Day events	612.25
purchase of kitchen supplies for cooking programs at RHCC	32.59
purchase of perishable food for cooking program at RHCC	19.06
purchase of perishable food items for cooking program at RHCC	79.34
purchase of supplies for center program (RHCC)	40.83
Senior Movie Day. Senior were able to site in a cool environment	161.73
sharps containers for first aid rooms at pools	101.12
storage boxes for pools	125.13
Sugar and creamer are used daily at both Fifth Street and Perris	61.96
Supplies for CID Water Fun Family Day	122.35



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5121 - Advertising	
Facebook marketing of the Senior Health and Resource Fair for 10	304.61
5122 - Dues And Subscriptions	
Air quality and heat tracking application subscription	2.99
monthly subscription for use at centers and events	10.99
5132 - Meetings And Conferences	
CPRS Aging Section Training in Fullerton on 10/17. Supervisor La	25.00
SCPPOA monthly meeting fee	20.00
5133 - Education And Training	
CPRS Directors Academy Training for 4	900.00
<b>Parks &amp; Recreation Total</b>	<b>4,097.35</b>
<a href="#"><u>Police</u></a>	
5111 - Material And Supplies	
Batteries for drone	2,862.30
Desk supplies	211.31
homicide detectives hp laptop	582.46
insulated shipping cooler needed by homicide	89.16
Recording phone devices	54.26
Refrigerator needed for offsite COP office	967.88
shower curtains for dept locker room	78.50
supplies needed for Officer's graduation event	565.01
temp sensors for property unit fridge/freezer	130.49
5113 - Motor Fuel And Lubricants	
Fuel for Chief's city issued vehicle.	65.00
5121 - Advertising	
recruitment job fair event	250.00
5122 - Dues And Subscriptions	
Buzzsprout podcast subscription	12.00
5132 - Meetings And Conferences	
SCAFO CONFERENCE HOTEL	678.30
5134 - Training Post Reimburseable	
BASIC ACADEMY FEE	12,369.00
gonzalez coronado academy fee	1,767.00
harvey academy fee	1,767.00
POST EXECUTIVE SEMINAR HOTEL	1,122.66
<b>Police Total</b>	<b>23,572.33</b>
<a href="#"><u>Public Works</u></a>	
5111 - Material And Supplies	
*materials and supplies	239.70
*small tools and equipment	945.05
aluminum access door	206.57
fire sprinkler covers- connection caps	71.73
metal access panel no key need strong steel access door for dryw	125.05



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parts for splash pads- Aquatics	830.95
swimming pool sticker labels	39.65
switches & electrical items for the blue room expansion O & M	1,975.51
valves for fire equipment	728.45
5112 - Small Tools And Equipment	
screws for boardups	324.06
5122 - Dues And Subscriptions	
Bldg Maint September 2024 prime membership	16.30
<b>Public Works Total</b>	<b>5,503.02</b>
<b>001 - General Total</b>	<b>61,443.69</b>
<b>119 - Community Development Block Grant</b>	
<a href="#">Community Development &amp; Housing</a>	
5111 - Material And Supplies	
Housing shirt.	40.95
Refund for office mats ordered for staff	(21.33)
Refund for office mats ordered for staff - Housing Division	(314.82)
<b>Community Development &amp; Housing Total</b>	<b>(295.20)</b>
<b>119 - Community Development Block Grant Total</b>	<b>(295.20)</b>
<b>123 - Federal Grant Programs</b>	
<a href="#">Library</a>	
5111 - Material And Supplies	
Materials for Family Literacy programming	82.32
5122 - Dues And Subscriptions	
Kahoot yearly subscription fee for ESL classes.	47.88
This was a currency conversion fee to the attached purchase from	0.48
<b>Library Total</b>	<b>130.68</b>
<a href="#">Police</a>	
5122 - Dues And Subscriptions	
123-210-8999*5122 Baseball reg fees	1,365.00
<b>Police Total</b>	<b>1,365.00</b>
<b>123 - Federal Grant Programs Total</b>	<b>1,495.68</b>
<b>124 - Animal Control</b>	
<a href="#">Animal Services</a>	8,472.76
<b>124 - Animal Control Total</b>	<b>8,472.76</b>
<b>126 - Gas Tax Fund</b>	
<a href="#">Public Works</a>	
5111 - Material And Supplies	
ART SUPPLIES FOR SIGNAL CABINETS	1,348.69





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5133 - Education And Training	
IMSA Traffic Signal Tech I	1,100.00
ISA FOR Forestry Supervisor	280.00
<b>Public Works Total</b>	<b>2,728.69</b>
<b>126 - Gas Tax Fund Total</b>	<b>2,728.69</b>
<b>130 - State And Other Grant Programs</b>	
<a href="#">Public Works</a>	
5133 - Education And Training	
This is for Environmental Programs Coordinator's CRRA Certification Program. Pending	1,250.00
<b>Public Works Total</b>	<b>1,250.00</b>
<b>130 - State And Other Grant Programs Total</b>	<b>1,250.00</b>
<b>635 - Fleet Services Fund</b>	
<a href="#">Public Works</a>	
5111 - Material And Supplies	
fleet screen protector & clip for phone	31.54
5112 - Small Tools And Equipment	
ATF refill kit for refilling sealed automatic transmissions	370.83
5122 - Dues And Subscriptions	
Fleet's September 2024 prime membership	16.30
<b>Public Works Total</b>	<b>418.67</b>
<b>635 - Fleet Services Fund Total</b>	<b>418.67</b>
<b>679 - Information Technology</b>	
<a href="#">Information Technology</a>	
5102 - Computer Equip-Non Capital	
Replacement battery for backup power supply.	44.00
5111 - Material And Supplies	
Electrical cover to protect the iPad power adapter in the 3rd fl	18.12
IPAD Case	40.21
5132 - Meetings And Conferences	
Hotel expense for Annual MISAC Conference.	957.96
5167 - Software Maintenance	
Domain Renewal for sbpdonline.com	69.51
Email automation software for CM's office.	214.70
IEMEDIA group domain renewals.	261.52
<b>Information Technology Total</b>	<b>1,606.02</b>
<b>679 - Information Technology Total</b>	<b>1,606.02</b>
<b>111 - AB2766 Air Quality</b>	
<a href="#">City Manager</a>	
5111 - Material And Supplies	
PENS.COM - 09.04.24 Rideshare Bags for Wellness & Health Fair Gi	417.52



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5181 - Other Operating Expense	
Food 4 Less - 09.26.24 Amazon Gift Card for Rideshare Raffle Pri	50.00
<b>City Manager Total</b>	<b>467.52</b>
<b>111 - AB2766 Air Quality Total</b>	<b>467.52</b>
<b>116 - Emergency Solutions Grant 14.231</b>	
<a href="#">Community Development &amp; Housing</a>	
5132 - Meetings And Conferences	
Grant management training for Management Analyst II	1,146.98
<b>Community Development &amp; Housing Total</b>	<b>1,146.98</b>
<b>116 - Emergency Solutions Grant 14.231 Total</b>	<b>1,146.98</b>
<b>Grand Total</b>	<b>78,734.81</b>