

**Carson City Visitors Bureau
Agenda Report**

Date Submitted: 6/3/15

Agenda Date Requested: 6/8/15

Time Requested: 10 Minutes

To: Carson City Visitors Bureau - Board of Directors

From: Joel Dunn, Executive Director

Subject Title: Approval of Ratification of the CCVB Monthly Bills.

Staff Summary: A list of bills/payments for May is included in your packet for review.

Type of Action Requested:

Resolution

Ordinance

Formal Action/Motion

Other (Specify) Presentation Only

Recommended Board Action: I move to approve the ratification of the CCVB Monthly Bills for May, 2015.

Applicable Statute, Code, Policy, Rule or Regulation: n/a

Fiscal Impact: n/a

Explanation of Impact: n/a

Funding Source: n/a

Supporting Material: None

Prepared By: Joel Dunn, Executive Director

CHECK NUMBER	CHECK DATE	VENDOR NUMBER	VENDOR NAME	MEMO	FUND	CHECK AMOUNT
349451	05/08/15	1402795	AT&T	04/19/15-05/18/15 FAX LINE	740	98.14
1000168	05/28/15	12086	BANK OF AMERICA	PMT FOR 04/04/15-05/04/15 CCVB CREDIT CARD CHARGES	740	6,012.93
3649791	05/28/15	12086	BANK OF AMERICA	ACCOUNT ANALYSIS FEE FOR FINAL MONTH ON CCVB CHECK ACCT	740	109.88
349663	05/15/15	2665828	CARSON CITY SQUARE, LLC	2015 MAY RENT & 03/09/15-04/07/15 GAS UTILITIES	740	3,716.82
349804	05/22/15	2665699	CARSON NOW LLC	2015 04 NOW AD MENU LINK	740	540.00
349354	05/01/15	11508	CATHLEEN ALLISON	NEWSLETTER & EVENT PHOTOGRAPHY & CONTENT WRITING	740	1,760.00
349892	05/22/15	11508	CATHLEEN ALLISON	NV FAIR MEETING & SPECIAL EVENT PHOTOGRAPHY	740	900.00
349268	05/01/15	12033	CHARTER COMMUNICATIONS	VISITOR CENTER INTERNET 04/20/15-05/16/15	740	65.00
349668	05/15/15	15638	COMPUTER ARTISTRY	04/16/15-04/30/15 DESIGN WORK	740	1,188.75
350010	05/29/15	15638	COMPUTER ARTISTRY	05/01/15-05/15/15 DESIGN WORK	740	1,207.50
349670	05/15/15	2665960	CREATIVE MARKETING CONCEPTS	VISITOR CENTER MERCHANDISE	740	500.56
349840	05/22/15	2663516	ELECTRIC LIGHTWAVE	2015 MAY TELEPHONE	740	12.80
349295	05/01/15	2665673	EVERBANK COMMERCIAL FINANCE, INC.	2015 04 B+W COPIER LEASE	740	106.48
350028	05/29/15	2665673	EVERBANK COMMERCIAL FINANCE, INC.	2015 05 B+W COPIER LEASE	740	106.48
349683	05/15/15	1905365	FIRST CHOICE SERVICES	2015 MAY FILTRATION RENTAL & COFFEE FOR VISITOR CENTER	740	25.00
350029	05/29/15	1905365	FIRST CHOICE SERVICES	COFFEE & SUPPLIES FOR VISITORS CENTER	740	49.82
349697	05/15/15	2665646	HOOD, KATHLEEN	2015 APR SEO & SEM	740	600.00
349527	05/08/15	2665770	LIBBY, DONALD J.	VISITOR CENTER MERCHANDISE	740	110.00
349337	05/01/15	2665378	MARATHON STAFFING	W/E 04/11/15	740	459.38
349536	05/08/15	2665378	MARATHON STAFFING	W/E 04/18/15	740	553.13
349707	05/15/15	2665378	MARATHON STAFFING	W/E 04/25/15	740	309.38
349880	05/22/15	2665378	MARATHON STAFFING	W/E 05/02/15	740	553.13
350061	05/29/15	2665378	MARATHON STAFFING	W/E 05/09/15	740	646.88
349351	05/01/15	1909450	NEVADA DEPT OF TAXATION	NCOT 3/8% ROOM TAX 02/01/15-02/31/15	740	3,632.85
349890	05/22/15	1909450	NEVADA DEPT OF TAXATION	NCOT 3/8% ROOM TAX 03/01/15-03/31/15	740	4,146.89
349899	05/22/15	13957	NV ENERGY	03/31/15-04/30/15 POWER	740	232.79
349798	05/22/15	2665967	PAMELA BLACK	ORIG STATE PAINT WILLY	740	450.00
349907	05/22/15	11507	PAPER PLUS	EVENT POSTER & VISITOR GUIDE PAPER	740	790.29
349583	05/08/15	1602505	PITNEY BOWES	01/30/15-04/30/15 POSTAGE MACHINE RENTAL	740	275.07
349744	05/15/15	7638	REGIONAL TRANSPORTATION COMM.	2015 APR RTC BUS PASSES	740	403.75
350123	05/29/15	10550	SIERRA NEVADA MEDIA GROUP	AD#11165267 FY16 BUDGET MTG NOTICE	740	51.49
349425	05/01/15	2664573	VERIZON WIRELESS	03/10/15-04/09/15	740	251.36
350140	05/29/15	2664573	VERIZON WIRELESS	05/10/15-06/09/15	740	246.36
					Total	30,112.91

CCVB P-Card Spend Report

Post Date

Between 2015-04-04 00:00:00 and 2015-05-04 23:59:59

Purchase Date	Vendor Name	Item Total	Item GL Combination	Reference
04/03/15	THE HOME DEPOT #3309	\$21.17	740-7200-413-06-25-	Shelving & hardware for office
04/03/15	LOWES #01024	\$94.28	740-7200-413-06-25-	Shelving & hardware for office
04/07/15	ISTORAGE 50 EAST	\$121.00	740-7200-413-04-40-	2015 04 Storage Unit Rent
04/13/15	NATIONAL AMERICAN MISS	\$75.00	740-7201-450-05-42-	Advertising in National American Miss
04/14/15	GEEKSQUADPLAN 00015784	\$9.99	740-7200-413-06-25-	2015 04 Protect Plan for Galaxy Phone 790-7757
04/14/15	HOSTGATOR.COM	\$14.95	740-7242-450-03-40-	2015 04 Bus Pkg
04/16/15	CARSON VALLEY INN KATI	\$25.93	740-7200-413-06-25-	RURAL ROUND UP MEAL
04/20/15	ACCURATE MOBILE LOCKSM	\$50.00	740-7211-450-06-25-	Visitor Center Locks Serviced
04/20/15	ADOBE CREATIVE CLOUD	\$69.99	740-7201-450-05-45-	04/20/15-05/19/15 Creative Suite Membership
04/23/15	MAILCHIMP	\$110.00	740-7242-450-03-40-	2015 04 List Charge 11,201-11,400
04/23/15	GEEKSQUADPLAN 00015784	\$9.99	740-7200-413-06-25-	2015 04 Protect Plan for Galaxy Phone 790-7566
04/23/15	JAMIE'S BAR AND GRILL	\$105.51	740-7235-450-03-40-	D9 HAGGIN OAKS GOLF SHOW MEALS
04/24/15	SHELL OIL 574432738QPS	\$55.43	740-7235-450-03-40-	D9 HAGGIN OAKS GOLF SHOW FUEL
04/25/15	HOTEL RESERVATIONS	(\$262.00)	740-7235-450-03-40-	D9 Golf Show Lodging Refund
04/27/15	SQ GOING PLACES INK	\$1,166.28	740-7201-450-05-40-	Bird Dog Event T-shirts
04/27/15	WOOBX	\$29.00	740-7201-450-06-25-	FACEBOOK CONTEST SOFTWARE 04/24/15-05/24/15
04/27/15	RNO WILD GRIC B	\$16.04	740-7201-450-05-80-	NV TRIBAL TOURISM CONF MEAL
04/27/15	FREMONT MEDITERRANEAN	\$13.84	740-7201-450-05-80-	NV TRIBAL TOURISM CONF MEAL
04/27/15	BELL TRANS	\$8.00	740-7201-450-05-80-	NV TRIBAL TOURISM CONF SHUTTLE TO HOTEL
04/28/15	STEWART AND OGDEN	\$42.56	740-7201-450-05-80-	NV TRIBAL TOURISM CONF MEAL
04/29/15	FINANCIAL SERVICES	\$2,900.17	740-7241-450-03-40-	03/29/15-04/28/15 PRINTER RENTAL
04/29/15	FINANCIAL SERVICES	\$1,151.22	740-7201-450-04-44-	03/29/15-04/28/15 PRINTER RENTAL
04/29/15	JOSE CUERVO C 30400550	\$54.58	740-7201-450-05-80-	NV TRIBAL TOURISM CONF MEAL
04/29/15	NEVADA COACHES LLC	\$9.00	740-7201-450-05-80-	NV TRIBAL TOURISM CONF SHUTTLE TO AIRPORT
05/01/15	ISTORAGE50 EAST	\$121.00	740-7200-413-04-40-	2015 05 Storage Unit Rent
REPORT COUNT: 25		\$6,012.93		