

**Carson City Culture & Tourism Authority  
Agenda Report**

**Date Submitted:** 11/08/17

**Agenda Date Requested:** 11/14/17

**Time Requested:** 15 Minutes

**To:** Carson City Culture & Tourism Authority - Board of Directors

**From:** Chris Kipp, Operations Manager

**Subject Title: For possible action to accept the ratification of the CTA Statement of P-Card Report for September, 2017.**

**Staff Summary:** The CTA Board will review an account activity statement for p-card purchases for September, 2017 totaling \$13,285.73.

**Type of Action Requested:**

Resolution

Ordinance

Formal Action/Motion

Other (Specify) Presentation Only

**Recommended Board Action:** I move to approve the ratification of the CTA Account Activity Statement of P-Card charges for September, 2017.

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

**Fiscal Impact:** n/a

**Explanation of Impact:** n/a

**Funding Source:** n/a

**Supporting Material:** CTA Account Activity Statement of P-Card Report for September, 2017

**Prepared By:** Chris Kipp, Operations Manager

**CCVB P-Card Report**

CH Full Name Exactly Matches 'null'  
 Company Name City of Carson City  
 Post Date Between 2017-09-05 00:00:00 and 2017-10-03 00:00:00  
 Report Owner MCQUEARY, CHRISTINE  
 Report Time 2017-11-07 17:36:08  
 Transaction Type One of: Misc Credit or Misc Debit or Purchase

Purchase Date	Vendor Name	Item Total	Item GL Combination	Reference
09/03/2017	THE HOME DEPOT #3309	55.95	740-7200-413-06-25-	CONFERENCE ROOM MATERIAL
09/04/2017	LOWES #01024	21.97	740-7200-413-06-25-	CONFERENCE ROOM MATERIAL
09/04/2017	LOWES #01024	211.76	740-7200-413-06-25-	CONFERENCE ROOM MATERIAL
09/05/2017	AMAZON MKTPLACE PMTS	25.00	740-7201-450-06-25-	BIKE SHIRT
09/05/2017	AWARD ZONE	490.99	740-7254-450-06-25-	BIKE RACK BRONZE PLAQUES
09/06/2017	LOWES #01024	(63.23)	740-7200-413-06-25-	CONFERENCE ROOM MATERIAL
09/06/2017	JOANIES CREEKSIDE	24.75	740-7201-450-06-25-	MARKETING MEETING WITH MOUNTAIN RESORT TAHOE
09/06/2017	AMAZON.COM AMZN.COM/BI	65.90	740-7200-413-06-25-	CONFERENCE ROOM
09/06/2017	TRACTOR SUPPLY CO #175	143.95	740-7200-413-06-25-	CONFERENCE ROOM DOOR MATERIAL
09/07/2017	WPY EDAWN	50.00	740-7254-450-06-25-	2ND ANNUAL PHILANTHROPY LEADERS SUMMIT
09/07/2017	THE OWL CLUB	103.00	740-7201-450-05-80-	HWY 50 BIKE CAMPAIGN MEETING - MEAL
09/08/2017	PONY EXPRESS MEATS	100.00	740-7201-450-05-80-	HWY 50 BIKE CAMPAIGN MEETING - MEAL
09/08/2017	CHEVRON 0098099	73.33	740-7201-450-05-80-	HWY 50 BIKE CAMPAIGN MEETING - FUEL
09/08/2017	INT IN ADVENTURE SPOR	1,350.00	740-7201-450-05-42-	1/2 PG AD IN 3 ISSUES
09/08/2017	ENTERPRISE RENT-A-CAR	400.00	740-7201-450-05-80-	HWY 50 BIKE CAMPAIGN MEETING - TRANSPORTATION
09/08/2017	BROWNPAPERTICKETS COM	33.04	740-7254-450-06-25-	NETWORKING EVVENT: SPEAKING IN TONGUES
09/08/2017	SHELL OIL 57444798201	33.33	740-7201-450-05-80-	HWY 50 BIKE CAMPAIGN MEETING - FUEL
09/10/2017	THE HOME DEPOT #3312	55.71	740-7254-450-05-40-	CAPITAL COLLAGE MATERIALS
09/11/2017	LOWES #01024	13.68	740-7200-413-06-25-	CONFERENCE ROOM MATERIAL
09/11/2017	PAYPAL CAFE AR	185.00	740-7254-450-05-43-	WESTAF SYMPOSIUM
09/11/2017	GG BOYS AND GIRLS CLU	100.00	740-7201-450-06-25-	STAND UP FOR KIDS
09/12/2017	INTUIT IN SIMPLEVIEW	991.67	740-7201-450-03-49-	MOBILE APP LICENSING 09/01/17-09/30/17
09/12/2017	AMAZON MKTPLACE PMTS	174.90	740-7201-450-06-25-	EPIC SHIRTS FOR INTERBIKE

Purchase Date	Vendor Name	Item Total	Item GL Combination	Reference
09/12/2017	UNR PERMIT DISPENSERS	6.00	740-7254-450-06-25-	MISCHELL RILEY DE- INSTALLATION PARKING FEE
09/12/2017	SOUTHWES 5265559910011	15.00	740-7201-450-05-80-	INTERBIKE CONFERENCE - FLIGHT
09/12/2017	SOUTHWES 5265559910012	15.00	740-7201-450-05-80-	INTERBIKE CONFERENCE - FLIGHT
09/12/2017	MANDALAY - ADV DEP	102.04	740-7201-450-05-80-	INTERBIKE CONFERENCE - LODGING
09/12/2017	MANDALAY - ADV DEP	102.04	740-7201-450-05-80-	INTERBIKE CONFERENCE - LODGING
09/12/2017	SOUTHWES 5265559910009	15.00	740-7201-450-05-80-	INTERBIKE CONFERENCE - FLIGHT
09/12/2017	SOUTHWES 5268763353828	403.96	740-7201-450-05-80-	INTERBIKE CONFERENCE - FLIGHT
09/12/2017	SOUTHWES 5268763353829	403.96	740-7201-450-05-80-	INTERBIKE CONFERENCE - FLIGHT
09/12/2017	SOUTHWES 5265559910010	15.00	740-7201-450-05-80-	INTERBIKE CONFERENCE - FLIGHT
09/13/2017	MICHAELS STORES 3758	73.63	740-7254-450-05-40-	CAPITAL COLLAGE - MATERIALS
09/14/2017	HOSTGATOR.COM	16.95	740-7201-450-06-25-	201710 yourexperiencestartshere.co mBusinessPackage
09/14/2017	NEVADA FINE ARTS	11.75	740-7254-450-06-25-	4TH WARD SCHOOL FUND RAISER - MATERIALS
09/14/2017	AMAZON MKTPLACE PMTS	29.98	740-7200-413-06-25-	CONFERENCE ROOM
09/14/2017	AMAZON.COM AMZN.COM/BI	31.56	740-7201-450-06-25-	SOCIAL MEDIA BOOK
09/14/2017	NEVADA FINE ARTS	33.42	740-7254-450-06-25-	4TH WARD SCHOOL FUND RAISER - MATERIALS
09/14/2017	ADOBE PHOTOGRAPHY PLAN	9.99	740-7254-450-05-45-	09/14/17-10/13/17 CREATIVE PHOTOSHOP/LIGHTROOM MEM
09/14/2017	ST JAMES INFIRMARY	38.00	740-7254-450-06-25-	WESTAF SYMPOSIUM - MEAL
09/14/2017	THE HOME DEPOT #3309	136.25	740-7200-413-06-25-	CONFERENCE ROOM MATERIAL
09/14/2017	The Union	55.00	740-7201-450-06-25-	NEVADA APPEAL MEETING MEAL
09/17/2017	THE HOME DEPOT #3309	21.94	740-7254-450-06-25-	4TH WARD SCHOOL FUND RAISER - MATERIALS
09/18/2017	ADT SECURITY 401131352	45.49	740-7211-450-06-25-	10/18/17 - 11/17/17
09/18/2017	LOWES #01024	35.15	740-7200-413-06-25-	CONFERENCE ROOM MATERIAL
09/18/2017	TIMELESS IMAGERY	300.00	740-7254-450-05-40-	CAPITAL COLLAGE - PHOTOGRAPHY
09/18/2017	LOWES #01024	47.28	740-7200-413-06-25-	CONFERENCE ROOM MATERIAL
09/18/2017	NEVADA FINE ARTS	12.81	740-7254-450-06-25-	4TH WARD SCHOOL FUND RAISER - MATERIALS
09/19/2017	WWW.ALAMY.COM	99.99	740-7254-450-05-40-	CAPITAL COLLAGE - MATERIAL
09/19/2017	SQ GOING PLACES IN	17.00	740-7201-450-06-25-	SCREEN PRINTING

Purchase Date	Vendor Name	Item Total	Item GL Combination	Reference
09/19/2017	SQ SQ ERIC VOZZOLA C	175.00	740-7254-450-05-40-	CAPITAL COLLAGE - TYPOGRAPHY
09/19/2017	THE BASIL	67.00	740-7201-450-06-25-	GREAT BASIN TRAILS MEETING MEAL
09/20/2017	STU SHINDIGZ DECORATIO	359.83	740-7254-450-05-40-	CAPITAL COLLAGE - MATERIALS
09/20/2017	MB CITIZENS	39.00	740-7201-450-05-80-	INTERBIKE CONFERENCE - MEAL
09/20/2017	ADOBE CREATIVE CLOUD	69.99	740-7201-450-05-45-	09/20/17-10/19/17 CREATIVE SUITE MEMBERSHIP
09/20/2017	MANDALAY - BUFFET	54.21	740-7201-450-05-80-	INTERBIKE CONFERENCE - MEALS
09/20/2017	VITAL SIGNS	475.00	740-7254-450-05-40-	CAPITAL COLLAGE MATERIALS
09/21/2017	AIRLINE LIMOUSINE CORP	30.00	740-7201-450-05-80-	INTERBIKE CONFERENCE - TRANSPORTATION
09/21/2017	RENO-TAHOE AIRPORT AUT	32.00	740-7201-450-05-80-	INTERBIKE CONFERENCE - PARKING
09/21/2017	MANDALAY - FRONT DESK	39.68	740-7201-450-05-80-	INTERBIKE CONFERENCE - LODGING
09/21/2017	MANDALAY - BUFFET	46.81	740-7201-450-05-80-	INTERBIKE CONFERENCE - MEALS
09/21/2017	SOUTHWES 5268766505979	38.00	740-7201-450-05-80-	INTERBIKE CONFERENCE - FLIGHT FEE
09/21/2017	MANDALAY - FRONT DESK	39.68	740-7201-450-05-80-	INTERBIKE CONFERENCE - LODGING
09/21/2017	SOUTHWES 5268766505978	38.00	740-7201-450-05-80-	INTERBIKE CONFERENCE - FLIGHT FEE
09/22/2017	The Union	55.00	740-7200-413-06-25-	POLICIES & PROCEDURES MEETING MEAL
09/22/2017	CIVIL AIR PATROL MAGAZ	100.00	740-7201-450-05-42-	AD IN SILVER WINGS OVER NV PUBLICATION
09/23/2017	MAILCHIMP MONTHLY	135.00	740-7201-450-06-25-	2017 SEP LIST CHARGE 12,801-25,000
09/25/2017	SP RESOURCE REVIVAL	497.50	740-7201-450-06-25-	ROUND BAMBOO KEYCHAINS
09/25/2017	CAROL BROWN STUDIO	75.00	740-7254-450-06-25-	4TH WARD SCHOOL FUND RAISER - PRINTING FEES
09/25/2017	OFFICE DEPOT #973	211.98	740-7200-413-06-01-	DESKTOP PRINTER INK
09/25/2017	SP AMERICAN BUTTON M	320.86	740-7201-450-06-25-	2.25" BUTTON MACHINE
09/25/2017	LOWES #01024	24.98	740-7200-413-06-25-	CONFERENCE ROOM MATERIAL
09/26/2017	NEVADA BUILDERS	70.00	740-7201-450-06-25-	ANNUAL BBQ & MEETING
09/26/2017	REACHLOCAL INC	1,000.00	740-7201-450-06-25-	DIGITAL MARKETING
09/26/2017	TAHOERIMTRAILASSOCIA	250.00	740-7201-450-05-43-	EASTERN SIERRA TRAILS COALITION SUMMIT
09/26/2017	PAYPAL JUSTINFAVEL	600.00	740-7254-450-05-40-	CAPITAL COLLAGE - PINATAS
09/27/2017	PAYPAL MEGANKATIEA	100.00	740-7254-450-05-40-	CAPITAL COLLAGE - ARTIST FEE
09/28/2017	WESTSIDE POUR HOUSE	110.00	740-7201-450-06-25-	GHOST WALK MEETING
09/28/2017	CHEVRON 0309057	31.02	740-7201-450-06-25-	MARKETING VIDEO

Purchase Date	Vendor Name	Item Total	Item GL Combination	Reference
09/28/2017	THE CHAMBER	20.00	740-7254-450-06-25-	SHOOTS - FUEL
09/29/2017	SQU SQ LA BAKERY CAFE	44.06	740-7201-450-06-25-	NETWORKING EVENT: ALIVE AFTER 5
09/29/2017	BB NEVADA MUSEUM OF A	60.00	740-7254-450-06-25-	B&G DONATION
09/29/2017	THE HOME DEPOT #3312	11.94	740-7246-450-06-25-	NETWORKING EVENT: ARTS & FLOWERS 2017
09/29/2017	THE HOME DEPOT #3309	348.06	740-7246-450-06-25-	NEA GRANT TRUE GRIT
09/30/2017	OFFICE DEPOT #973	760.18	740-7200-413-06-01-	NEA GRANT TRUE GRIT
09/30/2017	HARBOR FREIGHT TOOLS 3	44.94	740-7201-450-06-25-	PRINTER INK, OFFICE SUPPLIES
10/02/2017	SP AMERICAN BUTTON M	176.12	740-7201-450-06-25-	WHEELS FOR DOLLY
report count:	87	13,285.73		2.25" GRAPHIC PUNCH