

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

Date Submitted: 12/14/17

Agenda Date Requested: 12/19/17

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 Accounts Payable Checks and P-Card Report for October, 2017.

Staff Summary: The CTA Board will review an account activity statement for Accounts Payable Checks for October, 2017 totaling \$46,983.06 and p-card purchases for October, 2017 totaling \$ 27,931.70

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 Accounts Payable Checks and P-Card charges for October, 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 Accounts Payable Checks and P-Card Report for October, 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 2017-10-03 00:00:00 and 2017-11-04 00:00:00
 Report Owner KIPP, CHRISTINE
 Report Time 2017-12-13 20:21:41
 Transaction Type One of: Misc Credit or Misc Debit or Purchase

Purchase Date	Vendor Name	Item Total	Item GL Combination	Reference
10/02/2017	SP AMERICAN BUTTON M	176.12	740-7201-450-06-25-	2.25" GRAPHIC PUNCH
10/02/2017	The Union	60.00	740-7230-450-06-25-	EPIC RIDES MEETING
10/04/2017	MICHAELS STORES 3758	64.92	740-7201-450-06-25-	GIFT BASKETS &
10/04/2017	OFFICE DEPOT #973	134.33	740-7200-413-06-01-	V&T MEETING SUPPLIES
10/04/2017	OFFICE DEPOT #973	142.98	740-7200-413-06-01-	PRINTER INK
10/05/2017	OFFICE DEPOT 1135	10.43	740-7200-413-06-25-	OFFICE CHAIR BACK SUPPORT
10/06/2017	THE BASIL	65.00	740-7201-450-06-25-	STEWART MEETING MEAL
10/06/2017	HOW MAGAZINE SUB	31.96	740-7201-450-05-45-	ANNUAL SUBSCRIPTION
10/07/2017	MICHAELS STORES 3758	19.21	740-7254-450-06-25-	MISC ART SUPPLIES
10/07/2017	THE HOME DEPOT #3309	98.29	740-7254-450-06-25-	MISC ART SUPPLIES
10/09/2017	PAYPAL HEATHERDFOL	250.00	740-7254-450-05-40-	CAPITAL COLLAGE
10/09/2017	PAYPAL AMA RENO	35.67	740-7254-450-06-25-	NETWORKING EVENT
10/10/2017	VZWRLLSS APOCC VISB	314.90	740-7200-413-07-10-	08/20/17-09/19/17
10/11/2017	THE TAO OF TEA	17.00	740-7254-450-05-80-	NASAA2017 LEADERSHIP INSTITUTE - MEAL
10/11/2017	LAN SU CHINESE GARDEN-	10.00	740-7254-450-05-80-	NASAA2017 LEADERSHIP INSTITUTE - MEAL
10/12/2017	AMAZON MKTPLACE PMTS	146.97	740-7201-450-06-25-	EPIC SHIRTS FOR INTERBIKE
10/12/2017	INTUIT IN SIMPVIEW	991.67	740-7201-450-03-49-	MOBILE APP LICENSING 10/01/17-10/31/17
10/13/2017	SHELL OIL 646112200QPS	13.33	740-7201-450-06-25-	FUEL FOR MARKETING VEHICLE
10/13/2017	ARNETT DESIGNS INC	308.00	740-7254-450-05-40-	CAPITAL COLLAGE
10/14/2017	HOSTGATOR.COM	16.95	740-7201-450-06-25-	201710 yourexperiencestartshere.comBusinessPackage
10/14/2017	ADOBE PHOTOGRAPHY PLAN	9.99	740-7254-450-05-45-	10/14/17-11/13/17 CREATIVE PHOTOSHOP/LIGHTROOM MEM
10/16/2017	SQ SQ REYNOLDS PHOTO	500.00	740-7254-450-05-40-	CAPITAL COLLAGE
10/16/2017	LOWES #01024	143.70	740-7200-413-06-25-	OFFICE MATERIAL
10/16/2017	THE HOME DEPOT #3309	100.42	740-7254-450-06-25-	MISC SUPPLIES
10/16/2017	OFFICE DEPOT #973	49.99	740-7200-413-06-01-	KEYBOARD
10/16/2017	AGAS MFG GROUP	202.54	740-7254-450-05-40-	CAPITAL COLLAGE
10/17/2017	FASTENAL COMPANY01	2,234.29	740-7201-450-06-25-	HOSE CLAMPS FOR

Purchase Date	Vendor Name	Item Total	Item GL Combination	Reference
10/17/2017	SOUTHWES 5268775913431	527.95	740-7201-450-05-80-	DOWNTOWN BANNERS 2017 ARTS AT THE HEART CONFERENCE - AIRFAIR
10/18/2017	AMAZON.COM AMZN.COM/BI	278.85	740-7201-450-06-25-	OFFICE FURNITURE
10/18/2017	WAV AMERICAN ROAD MAG	2,286.00	740-7201-450-05-42-	RIDE CC AD IN AMERICAN ROAD
10/18/2017	SQU SQ LA BAKERY CAFE	426.00	740-7254-450-05-40-	
10/18/2017	ADT SECURITY 401131352	45.49	740-7211-450-06-25-	11/18/17 - 12/17/17
10/18/2017	UNITED RENTALS	350.00	740-7254-450-05-40-	
10/18/2017	SASSAFRAS	127.60	740-7201-450-06-25-	MARKETING MEETING MEAL
10/19/2017	STU SHINDIGZ DECORATIO	337.59	740-7254-450-05-40-	
10/20/2017	AMAZON MKTPLACE PMTS	5.98	740-7254-450-06-25-	
10/20/2017	LOWES #01024	73.95	740-7201-450-06-25-	PARADE FLOAT
10/20/2017	ADOBE CREATIVE CLOUD	69.99	740-7201-450-05-45-	10/20/17-11/19/17 CREATIVE SUITE MEMBERSHIP
10/20/2017	INT IN ADVENTURE SPOR	1,350.00	740-7201-450-05-42-	1/2 PG AD ADVENTURE SPORTS JOURNAL
10/22/2017	SQ SQ ERIC VOZZOLA C	175.00	740-7254-450-05-40-	
10/23/2017	MAILCHIMP MONTHLY	135.00	740-7201-450-06-25-	2017 OCT LIST CHARGE 12,801-25,000
10/23/2017	THE GRAPHICS FACTORY	189.50	740-7254-450-06-25-	
10/23/2017	SQ SQ EQLD CREATIONS	1,150.00	740-7254-450-05-40-	
10/23/2017	The Union	115.00	740-7201-450-06-25-	NV DAY PARADE MUSCLE POWERED MEETING MEAL
10/24/2017	REACHLOCAL	500.00	740-7201-450-03-49-	GEOFENCE MARKETING
10/24/2017	LOWES #01024	76.75	740-7201-450-06-25-	DOWNTOWN MARKETING BANNER SUPPLIES
10/24/2017	LOWES #01024	67.19	740-7201-450-06-25-	DOWNTOWN MARKETING BANNER SUPPLIES
10/24/2017	CHEVRON 0309057	30.09	740-7201-450-06-25-	RENO ARTS COUNCIL MEETING - FUEL
10/24/2017	TIMELESS IMAGERY	645.00	740-7254-450-05-40-	
10/24/2017	THE BIKE SMITH	625.00	740-7201-450-06-25-	2 BIKES FOR PASSPORT TO DOWNTOWN RAFFLE
10/24/2017	NV STATE MUSEUM STORE	1,250.00	740-7254-450-05-40-	
10/24/2017	THE LADY TAMALES	225.00	740-7254-450-05-40-	CAPITAL COLLAGE
10/25/2017	CHARTER COMM	59.98	740-7200-413-07-10-	09/20/17-11/19/17 FAX, INTERNET & TV
10/25/2017	CHARTER COMM	410.50	740-7211-450-06-25-	09/20/17-11/19/17 FAX, INTERNET & TV
10/25/2017	CHARTER COMM	6.61	740-7200-413-06-25-	09/20/17-11/19/17 FAX, INTERNET & TV
10/25/2017	WWW.ALAMY.COM	9.99	740-7254-450-05-40-	CAPITAL COLLAGE
10/25/2017	KONICA MINOLTA BUSINES	1,137.50	740-7201-450-04-44-	PRINTER RENTAL 07/26/17- 10/25/17
10/25/2017	KONICA MINOLTA BUSINES	723.08	740-7201-450-04-44-	PRINTER RENTAL 07/26/17- 10/25/17

Purchase Date	Vendor Name	Item Total	Item GL Combination	Reference
10/25/2017	KONICA MINOLTA BUSINES	1,137.50	740-7201-450-04-44-	PRINTER RENTAL 07/26/17-10/25/17
10/25/2017	KONICA MINOLTA BUSINES	1,137.50	740-7201-450-04-44-	PRINTER RENTAL 07/26/17-10/25/17
10/25/2017	KONICA MINOLTA BUSINES	47.85	740-7201-450-06-25-	STAPLES FOR BOOKLET MAKER
10/26/2017	MICHAELS STORES 3758	13.19	740-7254-450-05-40-	CAPITAL COLLAGE
10/26/2017	SMITHS FOOD #4356	7.96	740-7254-450-06-25-	2017 CAPITAL COLLAGE - ICE
10/26/2017	LOWES #01024	49.92	740-7254-450-05-40-	CAPITAL COLLAGE
10/26/2017	OFFICE DEPOT #973	35.97	740-7254-450-05-40-	CAPITAL COLLAGE
10/26/2017	SMITHS FOOD #4356	49.74	740-7254-450-06-25-	2017 CAPITAL COLLAGE - TABLEWARE
10/26/2017	UNIQUE SOUNDS & AUTO A	175.00	740-7201-450-06-25-	MARKETING VEHICLE SOUND REPAIR
10/26/2017	99 CENTS ONLY STORES #	40.00	740-7254-450-05-40-	CAPITAL COLLAGE
10/26/2017	THE BASIL	64.00	740-7201-450-06-25-	V&T MEETING MEAL
10/27/2017	SHELL OIL 646112200QPS	33.33	740-7201-450-06-25-	FUEL FOR MARKETING VEHICLE
10/27/2017	FINANCIAL SERVICES	0.43	740-7201-450-06-25-	ADDITIONAL IMAGES 09/29/17-10/28/17
10/27/2017	NAPA AUTO TRUCK PARTS	37.83	740-7201-450-06-25-	MARKETING VEHICLE PARTS
10/27/2017	SQ SQ NEVADA DAY INC	160.00	740-7254-450-06-25-	CAPITAL COLLAGE EVENT & RAFFLE TICKETS
10/27/2017	BEST BUY MHT 00008508	59.98	740-7201-450-06-25-	SQUARE READERS
10/28/2017	CAFE AT ADELE'S	91.08	740-7254-450-06-25-	NV DAY PARADE MARSHALL LUNCH
10/30/2017	PAYPAL JUSTINFAVEL	800.00	740-7254-450-05-40-	CAPITAL COLLAGE
10/30/2017	INT IN QUEDUP ENTERTA	360.00	740-7254-450-05-40-	CAPITAL COLLAGE
10/30/2017	SQ SQ PATCHWORK GIRA	185.00	740-7254-450-06-25-	TRUE GRIT - PARADE FLOAT
10/30/2017	INT IN NATALIYA FINE	425.00	740-7254-450-05-40-	CAPITAL COLLAGE
10/30/2017	PAYPAL HEATHERDFOL	250.00	740-7254-450-05-40-	CAPITAL COLLAGE
10/30/2017	PAYPAL PHERZ2	1,595.25	740-7254-450-05-40-	CAPITAL COLLAGE
10/31/2017	FACEBK X2AP3E2UY2	4.74	740-7201-450-05-42-	FACEBOOK ADS
10/31/2017	PAYPAL LAYCIECORLE	200.00	740-7254-450-05-40-	CAPITAL COLLAGE
10/31/2017	FACEBK W2AP3E2UY2	160.91	740-7201-450-05-42-	FACEBOOK ADS
10/31/2017	THE LADY TAMALES	200.00	740-7254-450-05-40-	CAPITAL COLLAGE
11/01/2017	OFFICE DEPOT #973	(11.79)	740-7254-450-05-40-	CAPITAL COLLAGE
11/01/2017	UNITED RENTALS	(63.38)	740-7254-450-06-25-	CREDIT
11/02/2017	LYFT RIDE THU 10AM	11.50	740-7201-450-05-80-	2017 ARTS AT THE HEART CONFERENCE - CAB
11/02/2017	LYFT RIDE THU 4PM	3.14	740-7201-450-05-80-	2017 ARTS AT THE HEART CONFERENCE - CAB
11/02/2017	NEVADA PRESS ASSOCIATI	390.00	740-7254-450-05-40-	CAPITAL COLLAGE
11/02/2017	LYFT RIDE THU 4PM	2.00	740-7201-450-05-80-	2017 ARTS AT THE HEART CONFERENCE - CAB

Purchase Date	Vendor Name	Item Total	Item GL Combination	Reference
11/02/2017	USPS PO 3113600701	28.80	740-7254-450-06-25-	POSTAGE & BOXES FOR SHIPPING PLAQUES
11/02/2017	LYFT RIDE THU 10AM	5.00	740-7201-450-05-80-	2017 ARTS AT THE HEART CONFERENCE - CAB
11/02/2017	SQ SQ TAHOE WEEKLY &	685.00	740-7201-450-05-42-	HALF PAGE COLOR AD
report count:	94	27,931.70		