

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

Date Submitted: 10/04/17

Agenda Date Requested: 10/09/17

Time Requested: 15 Minutes

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

From: Joel Dunn, Executive Director

Subject Title: **Approval for ratification of the CTA Statement of P-Card Report for August, 2017 and the Accounts Payable Checks for September, 2017.**

Staff Summary: The CTA Board will review an account activity statement for p-card purchases for August, 2017 totaling \$9,898.43 and the Accounts Payable Checks for September, 2017 totaling \$30,447.07

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 August, 2017 and the Accounts Payable Checks 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 August, 2017 and the Accounts Payable Checks for September, 2017

Prepared By: Joel Dunn, Executive Director

CCVB P-Card Report

CH Full Name Exactly Matches 'null'
 Company Name City of Carson City
 Post Date Between 2017-08-05 00:00:00 and 2017-09-04 23:59:59
 Report Owner MCQUEARY, CHRISTINE
 Report Time 2017-10-02 12:03:02
 Transaction Type One of: Misc Credit or Misc Debit or Purchase

Purchase Date	Vendor Name	Item Total	Item GL Combination	Reference
08/03/2017	SPIRIT OF TRUCKEE	40.50	740-7201-450-05-80-	MT BIKE MARKETING TRIP - FUEL & SUPPLIES
08/04/2017	SQU SQ YUBA EXPEDITIO	20.00	740-7201-450-05-80-	MT BIKE MARKETING TRIP - SHUTTLE
08/04/2017	SQU SQ YUBA EXPEDITIO	119.00	740-7201-450-06-25-	MT BIKE MARKETING TRIP - BIKE RENTAL
08/06/2017	TWO RIVERS CAFE	34.09	740-7201-450-05-80-	MT BIKE MARKETING TRIP - MEAL
08/08/2017	TRADER JOE'S #281 QPS	11.06	740-7254-450-05-40-	NAC RECEPTION
08/10/2017	PAYPAL NNBLUEGRASS	41.00	740-7254-450-05-40-	BOWERS MANSION FESTIVAL
08/11/2017	SQ SQ GOSQ.COM DANA	100.00	740-7254-450-05-40-	AERIAL PHOTOSHOOT FOR NV DAY PROGRAM
08/11/2017	INT IN NATALIYA FINE	425.00	740-7254-450-05-40-	NV DAY CAPITAL
08/11/2017	MICHAELS STORES 3758	44.41	740-7254-450-05-40-	BURNING MAN EXHIBIT
08/11/2017	GARIBALDI HOUSE INN SU	(166.58)	740-7201-450-05-80-	BIKE & TRAIN MARKETING TRIP - LODGING
08/12/2017	INTUIT IN SIMPLEVIEW	991.67	740-7201-450-03-49-	MOBILE APP LICENSING 07/01/17-08/31/17
08/12/2017	INTUIT IN SIMPLEVIEW	991.67	740-7201-450-03-49-	MOBILE APP LICENSING 07/01/17-08/31/17
08/14/2017	LOWES #01024	25.99	740-7200-413-06-25-	CONFERENCE ROOM MATERIAL
08/14/2017	HOSTGATOR.COM	16.95	740-7201-450-06-25-	201708 yourexperiencestartshere.co mBusinessPackage
08/14/2017	INT IN QUEDUP ENTERTA	90.00	740-7254-450-05-40-	NV DAY CAPITAL COLLAGE - DJ
08/14/2017	ADOBE PHOTOGRAPHY PLAN	9.99	740-7254-450-05-45-	08/14/17-09/13/17 CREATIVE PHOTOSHOP/LIGHTROOM MEM
08/15/2017	DELTA 00623934601010	975.60	740-7254-450-05-80-	ARTS COUNCIL CONF & WESTERN STATES ARTS SYMPOSIUM
08/15/2017	THE D ADVANCE DEPOSITS	106.22	740-7254-450-05-40-	NV COUNCIL ON THE ARTS CONFERENCE- LODGING DEPOSIT
08/15/2017	THE D ADVANCE DEPOSITS	106.22	740-7254-450-05-40-	NV COUNCIL ON THE ARTS CONFERENCE- LODGING DEPOSIT
08/16/2017	LOWES #01024	150.12	740-7200-413-06-25-	CONFERENCE ROOM MATERIAL
08/16/2017	PP SIERRAARTSF	1,000.00	740-7254-450-05-40-	RENO MURAL EXPO

Purchase Date	Vendor Name	Item Total	Item GL Combination	Reference
08/16/2017	LOWES #01024	119.50	740-7200-413-06-25-	CONFERENCE ROOM MATERIAL
08/16/2017	DELTA 00686736135816	214.60	740-7254-450-05-80-	NTL ASSEMBLY OF STATE ART CONF - FLIGHT
08/18/2017	LOWES #01024	194.01	740-7200-413-06-25-	CONFERENCE ROOM MATERIAL
08/18/2017	ADT SECURITY 401131352	45.49	740-7211-450-06-25-	08/18/17 - 09/17/17
08/19/2017	MICHAELS STORES 3758	38.47	740-7200-413-06-25-	CONFERENCE ROOM MATERIAL
08/20/2017	ADOBE CREATIVE CLOUD	69.99	740-7201-450-05-45-	08/20/17-09/19/17 CREATIVE SUITE MEMBERSHIP
08/23/2017	VZWRLSS MY VZ VB P	634.81	740-7200-413-07-10-	06/20/17-08/19/17
08/23/2017	SPORTSMANS WAREHOUSE 2	387.46	740-7254-450-05-40-	BURNING MAN EXHIBIT & CAMP
08/23/2017	MAILCHIMP MONTHLY	135.00	740-7201-450-06-25-	2017 AUG LIST CHARGE 12,801-25,000
08/23/2017	MICHAELS STORES 3758	23.36	740-7254-450-05-40-	BURNING MAN EXHIBIT
08/23/2017	THE HOME DEPOT #3312	189.00	740-7200-413-06-25-	CONFERENCE ROOM MATERIALS
08/23/2017	THE HOME DEPOT #3309	31.94	740-7200-413-06-25-	CONFERENCE ROOM MATERIALS
08/23/2017	THE HOME DEPOT #3309	91.29	740-7254-450-05-40-	BURNING MAN EXHIBIT & CAMP
08/24/2017	MICHAELS STORES 3758	(20.34)	740-7254-450-05-40-	BURNING MAN EXHIBIT CREDIT
08/24/2017	THE LED LIGHT COMPANY	79.90	740-7254-450-05-40-	BURNING MAN EXHIBIT
08/24/2017	LOWES #01024	64.71	740-7200-413-06-25-	CONFERENCE ROOM MATERIALS
08/24/2017	TARGET 00012393	29.28	740-7254-450-05-40-	BURNING MAN EXHIBIT & CAMP
08/24/2017	GG BOYS AND GIRLS CLU	1,250.00	740-7201-450-06-25-	2017 LUAU TABLE
08/24/2017	THE HOME DEPOT #3309	75.60	740-7200-413-06-25-	CONFERENCE ROOM MATERIALS
08/24/2017	THE HOME DEPOT #3312	84.05	740-7200-413-06-25-	CONFERENCE ROOM MATERIALS
08/25/2017	SOUTHWES 5268757608910	68.98	740-7254-450-05-80-	NV COUNCIL ON THE ARTS CONFERENCE - MAILING ENVELOPES, CASSETTE TAPES
08/25/2017	OFFICE DEPOT #973	68.77	740-7200-413-06-01-	BURNING MAN EXHIBIT MATERIALS
08/26/2017	THE BIKE SMITH	16.00	740-7254-450-05-40-	GIA READER
08/26/2017	GRANTMAKERS INTHE ARTS	36.00	740-7254-450-05-45-	BURNING MAN EXHIBIT & CAMP - FUEL
08/27/2017	SMITHS-FUEL #9356	59.43	740-7254-450-05-40-	
08/28/2017	FINANCIAL SERVICES	139.68	740-7201-450-06-25-	
08/28/2017	THE BIKE SMITH	78.00	740-7201-450-06-25-	PARTS FOR MARKETING MT BIKE
08/31/2017	CHARTER COMM	59.98	740-7200-413-07-10-	07/20/17-09/19/17 FAX, INTERNET & TV
08/31/2017	CHARTER COMM	414.02	740-7211-450-06-25-	07/20/17-09/19/17 FAX, INTERNET & TV

Purchase Date	Vendor Name	Item Total	Item GL Combination	Reference
08/31/2017	THE STONE HOUSE CAFE	86.54	740-7201-450-06-25-	MARKETING MEETING FOR HWY 50 RIDE
report count:	51	9,898.43		

10/02/17 9:57:14

Accounts Payable Checks

09/01/17-09/30/17

CHECK NUMBER	CHECK DATE	VENDOR NUMBER	VENDOR NAME	MEMO	CHECK AMOUNT
371385	09/01/17	14360	A CATERED AFAIRE	AMERICAN LEGION RIDE FOOD & SERVICE	3,000.00
371764	09/15/17	2663516	ALLSTREAM	2017 AUG TELEPHONE	16.18
371794	09/15/17	2665828	CARSON CITY SQUARE, LLC	2017 SEP RENT	4,805.50
371794	09/15/17	2665828	CARSON CITY SQUARE, LLC	07/05/17-08/03/17 GAS UTILITIES	21.26
371981	09/22/17	2665699	CARSON NOW LLC	2017 SEP NOW AD MENU LINK	540.00
371440	09/01/17	15638	COMPUTER ARTISTRY	08/09/17-08/22/17 DESIGN WORK	422.50
371803	09/15/17	15638	COMPUTER ARTISTRY	08/22/17-09/05/17 DESIGN WORK	585.00
371648	09/08/17	1905365	FIRST CHOICE SERVICES	COFFEE & SUPPLIES FOR VISITORS CENTER	25.00
371833	09/15/17	1905365	FIRST CHOICE SERVICES	COFFEE & SUPPLIES FOR VISITORS CENTER	44.25
371670	09/08/17	2665378	MARATHON STAFFING	McMANUS W/E 08/19/17	74.15
371870	09/15/17	2665378	MARATHON STAFFING	McMANUS W/E 08/26/17	226.16
372054	09/22/17	2665378	MARATHON STAFFING	McMANUS W/E 09/02/17	185.38
371884	09/15/17	14751	NEVADA APPEAL	ANNUAL SUBSCRIPTION	93.60
371678	09/08/17	11508	NEVADA MOMENTUM	PHOTOGRAPHY & CONTENT WRITING THROUGH 08/29/17	4,302.50
372066	09/22/17	11508	NEVADA MOMENTUM	PHOTOGRAPHY & CONTENT WRITING THROUGH 09/10/17	4,352.50
372071	09/22/17	13957	NV ENERGY	08/01/17-08/31/17	395.20
372091	09/22/17	16004	RICOH USA, INC	SERVICE CALL TO PREP RPINTER FOR RETURN SHIPPING	150.00
371554	09/01/17	10550	SIERRA NEVADA MEDIA GROUP	07/01/17-07/31/17	4,999.98
372099	09/22/17	10550	SIERRA NEVADA MEDIA GROUP	08/01/17-08/31/17	4,999.98
372100	09/22/17	2665137	SIERRA OFFICE SOLUTIONS	05/20/17-08/19/17	37.93
372118	09/22/17	2666596	THE AMERICAN LEGION NATIONAL HDQTRS	CO OP AD WITH NV RAILROAD IN CONVENTION PROGRAM	1,170.00
					30,447.07