

**Carson City Visitors Bureau
Agenda Report**

Date Submitted: 5/6/15

Agenda Date Requested: 5/11/15

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 April 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 April, 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
348794	04/10/15	1402795	AT&T	03/19/15-04/18/15 FAX LINE	740	98.08
348958	04/17/15	12086	BANK OF AMERICA	PMT FOR 02/26/15-03/25/15 CCVB CREDIT CARD CHARGES	740	121.00
1000167	04/04/15	12086	BANK OF AMERICA	PMT FOR 03/05/14-04/03/15 P-CARD CHARGES	740	6,302.25
348812	04/10/15	2665828	CARSON CITY SQUARE, LLC	2015 APR RENT & 02/06/15-03/09/15 GAS UTILITIES	740	3,826.95
349095	04/24/15	2665699	CARSON NOW LLC	2015 03 NOW AD MENU LINK	740	540.00
348865	04/10/15	11508	CATHLEEN ALLISON	NEWSLETTER & EVENT PHOTOGRAPHY & CONTENT WRITING	740	1,880.00
348818	04/10/15	15638	COMPUTER ARTISTRY	03/01/15-03/15/15 DESIGN WORK	740	1,447.50
349102	04/24/15	15638	COMPUTER ARTISTRY	04/01/15-04/15/15 DESIGN WORK	740	1,155.00
348831	04/10/15	1905365	FIRST CHOICE SERVICES	2015 APR FILTRATION RENTAL & COFFEE FOR VISITOR CENTER	740	25.00
348989	04/17/15	1905365	FIRST CHOICE SERVICES	COFFEE & SUPPLIES FOR VISITORS CENTER	740	123.13
348833	04/10/15	601525	FLAG STORE	BATTLE BORN MUGS	740	123.00
349001	04/17/15	2665646	HOOD, KATHLEEN	2015 MAR SEO & SEM	740	600.00
349139	04/24/15	2663516	INTEGRA TELECOM	2015 APR TELEPHONE	740	13.97
349006	04/17/15	2665856	LEVIATHAN MEDIA GROUP	NVTRAVEL.NET FB ADSTACK 04/01/15-03/31/16	740	360.00
348726	04/03/15	2665378	MARATHON STAFFING	W/E 03/14/15	740	318.75
349013	04/17/15	2665378	MARATHON STAFFING	W/E 03/21/15 & W/E 03/28/15	740	1,171.88
349155	04/24/15	2665378	MARATHON STAFFING	W/E 04/04/15	740	562.50
348728	04/03/15	2664082	MCQUEARY, CHRISTINE	RTT 201502 & 201503 LUNCH MEETINGS REIMBURSEMENT	740	60.00
348733	04/03/15	1909450	NEVADA DEPT OF TAXATION	NCOT 3/8% ROOM TAX 01/01/15-01/31/15	740	3,108.18
349169	04/24/15	13957	NV ENERGY	02/27/15-03/31/15 POWER	740	234.20
348744	04/03/15	11507	PAPER PLUS	COPY PAPER	740	186.96
349031	04/17/15	11507	PAPER PLUS	BROCHURE PAPER & TICKET PAPER	740	917.51
348902	04/10/15	7638	REGIONAL TRANSPORTATION COMM.	2015 MAR RTC BUS PASSES	740	297.50
349202	04/24/15	2663857	STEWART FATHER'S DAY POWWOW	2015 PROGRAM AD	740	500.00
348776	04/03/15	2664573	VERIZON WIRELESS	02/10/15-03/19/15	740	251.30
					Total	24,224.66

CCVB P-Card Spend Report

Post Date

Between 2015-03-05 00:00:00 and 2015-04-03 00:00:00

Purchase Date	Vendor Name	Item Total	Item GL Combination	
3/7/2015	CARSON CITY CHAMBER OF COMMERCE	\$34.00	740-7200-413-06-25-	03/11/15 MARK AMODEI SOUP'S ON LUNCH
3/11/2015	CARSON CITY CHAMBER OF COMMERCE	\$17.00	740-7200-413-06-25-	03/11/15 MARK AMODEI SOUP'S ON LUNCH
3/13/2015	OFFICE DEPOT #973	\$15.97	740-7201-450-06-25-	POSTERBOARD & GLUE STICKS
3/13/2015	LOWES #01024	\$17.73	740-7200-413-06-25-	KEYS - KIOSK, STORAGE & OFFICE COPIES
3/14/2015	HOSTGATOR.COM	\$14.95	740-7242-450-03-40-	yourexperiencestartshere.com MAR 2015
3/14/2015	GEEKSQUADPLAN 00015784	\$9.99	740-7200-413-06-25-	2015 MAR PROTECTION PLAN FOR GALAXY PHONE 790-7757
3/16/2015	FEDEXOFFICE 00007773	\$174.00	740-7238-450-05-42-	YOUR EXPERIENCE BANNER PRESENTATION POSTERS
3/16/2015	IN BLUEBRIDGE DIGITAL	\$699.00	740-7240-450-03-49-	2015 MAR VISIT APPS MONTHLY SUBSCRIPTION
3/16/2015	LOWES #01024	\$131.42	740-7238-450-06-25-	YOUR EXPERIENCE BANNER PRESENTATION SUPPLIES
3/16/2015	LOWES #01024	\$33.48	740-7238-450-06-25-	YOUR EXPERIENCE BANNER PRESENTATION SUPPLIES
3/16/2015	LOWES #01024	\$10.98	740-7238-450-06-25-	YOUR EXPERIENCE BANNER PRESENTATION SUPPLIES
3/16/2015	LOWES #01024	\$47.15	740-7238-450-06-25-	YOUR EXPERIENCE BANNER PRESENTATION SUPPLIES
3/17/2015	C-A-L RANCH STORES #18	\$39.99	740-7238-450-06-25-	YOUR EXPERIENCE BANNER PRESENTATION SUPPLIES
3/18/2015	ADT SECURITY 401131352	\$128.97	740-7211-450-06-25-	SECURITY SERVICES 03/18/15-06/17/15
3/20/2015	ADOBE SYSTEMS, INC.	\$69.99	740-7201-450-05-45-	03/20/15-04/19/15 CREATIVE SUITE MEMBERSHIP
3/23/2015	MAILCHIMP	\$75.00	740-7242-450-03-40-	2015 MAR LIST CHARGE 5,801-10,000
3/23/2015	GEEKSQUADPLAN 00015784	\$9.99	740-7200-413-06-25-	2015 MAR PROTECTION PLAN FOR GALAXY PHONE 790-7566
3/24/2015	CARSON CITY CHAMBER OF COMMERCE	\$51.00	740-7200-413-06-25-	04/23/15 SOCIAL MEDIA SOUP'S ON LUNCH
3/25/2015	HOTEL BOOK ONLINE	\$411.39	740-7235-450-03-40-	DIVINE 9 HAGGIN OAKS GOLF SHOW LODGING
3/27/2015	PAYPAL PANDORA	\$47.88	740-7211-450-06-25-	03/2015-03/2016 VISITOR CENTER MUSIC
3/25/2015	HOTEL BOOK ONLINE	\$377.71	740-7235-450-03-40-	DIVINE 9 HAGGIN OAKS GOLF SHOW LODGING
3/30/2015	WOOBX	\$29.00	740-7201-450-06-25-	FACEBOOK CONTEST SOFTWARE 03/24/15-04/24/15
3/11/2015	OFFICE DEPOT #973	\$293.93	740-7200-413-06-01-	TAPE, INK CARTRIDGES, 9X12 ENVELOPES
3/31/2015	FINANCIAL SERVICES	\$3,561.73	740-7201-450-04-44-	RICOH PRINTER 02/28/15-03/28/15
REPORT COUNT: 24		\$6,302.25		