

**Carson City Visitors Bureau  
Agenda Report**

**Date Submitted:** 03/09/16

**Agenda Date Requested:** 03/14/16

**Time Requested:** 15 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 January 2016 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 January, 2016.

**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	CHECK AMOUNT
1000176	01/31/16	12086	BANK OF AMERICA	PMT FOR 12/03/15-01/04/16 CCVB CREDIT CARD CHARGES	6,999.46
355974	01/22/16	1558	BREWERY ARTS CENTER	2016 RTT DEC MEETING WATER & COFFEE	56.00
355832	01/15/16	8032	CAPITAL BEVERAGES	WATER FOR GIFT STORE	17.70
355982	01/22/16	2665828	CARSON CITY SQUARE, LLC	2016 JAN RENT & 11/03/15-12/04/15 GAS UTILITIES	4,087.57
355983	01/22/16	2665699	CARSON NOW LLC	2016 01 NOW AD MENU LINK	540.00
355896	01/15/16	11508	CATHLEEN ALLISON DBA NEVADA PHOTO SOURCE	PHOTOGRAPHY & CONTENT WRITING THROUGH 12/31/15	2,040.00
356068	01/22/16	11508	CATHLEEN ALLISON DBA NEVADA PHOTO SOURCE	STOCK PHOTOGRAPHY USE THROUGH 12/31/15	1,350.00
356163	01/29/16	15638	COMPUTER ARTISTRY	01/01/16-01/18/16 DESIGN WORK	503.75
356013	01/22/16	2663516	ELECTRIC LIGHTWAVE	2016 JAN TELEPHONE	12.89
355857	01/15/16	1905365	FIRST CHOICE SERVICES	COFFEE & SUPPLIES FOR VISITORS CENTER	51.45
356056	01/22/16	2664082	MCQUEARY, CHRISTINE	201601 RTT MEETING - 3 LUNCHESES	45.00
356066	01/22/16	4717981	NEVADA MAGAZINE	2016 JAN/FEB 1/2 PG AD & CALENDARS FOR GIFT STORE SALES	1,720.00
356071	01/22/16	13957	NV ENERGY	11/30/15-12/30/15 POWER	230.78
356224	01/29/16	13957	NV ENERGY	REPLACEMENT CHECK FOR CK #353042	355.22
355906	01/15/16	2666053	ONE OFF CONCEPTS	GIFT STORE INVENTORY	115.00
356240	01/29/16	1602505	PITNEY BOWES INC.	10/30/15-01/30/16 POSTAGE MACHINE RENTAL	275.07
355918	01/15/16	7638	REGIONAL TRANSPORTATION COMM.	2015 DEC RTC BUS PASSES	276.25
					18,676.14

## CCVB P-Card Report

CH Full Name Exactly Matches 'null'  
 Company Name City of Carson City  
 Post Date Between 2016-01-05 00:00:00 and 2016-02-04 23:59:59  
 Report Owner MCQUEARY, CHRISTINE  
 Report Time 2016-02-28 22:51:17  
 Transaction Type One of: Misc Credit or Misc Debit or Purchase

Purchase Date	Vendor Name	Item Total	Item GL Combination	Reference
01/05/2016	ISTORAGE50 EAST	40.00	740-7200-413-04-40-	2016 JAN STORAGE UNIT B02 RENTAL
01/05/2016	ISTORAGE50 EAST	121.00	740-7200-413-04-40-	2016 JAN STORAGE UNIT 552 RENTAL
01/07/2016	JIMMY JOHNS - 2204	76.50	740-7200-413-06-25-	CREATIVE TEAM & STAFF LUNCH MEETING
01/08/2016	OFFICE DEPOT #973	55.97	740-7200-413-06-01-	INK FOR DESKTOP PRINTERS
01/08/2016	OFFICE DEPOT #973	194.99	740-7200-413-06-75-	FILE CABINET & MISC OFFICE SUPPLIES
01/08/2016	OFFICE DEPOT #973	105.02	740-7200-413-06-01-	FILE CABINET & MISC OFFICE SUPPLIES
01/12/2016	SO TAHOE PARKING GARAG	18.75	740-7201-450-06-25-	7-5248 HEAVENLY MEETING PARKING FEE
01/12/2016	CASEY'S	48.97	740-7201-450-06-25-	MARKETING LUNCH MEETING
01/14/2016	HOSTGATOR.COM	16.95	740-7201-450-06-25-	201601 yourexperiencestartshere.co mBusinessPackage
01/16/2016	IN BLUEBRIDGE DIGITAL	699.00	740-7201-450-03-49-	2016 JAN VISIT APPS MONTHLY SUBSCRIPTION
01/17/2016	GEEKSQUADPLAN 00015784	7.99	740-7200-413-06-25-	2016 JAN PROTECTION PLAN FOR PHONE 790- 7757
01/18/2016	DNH GODADDY.COM	36.68	740-7201-450-06-25-	Motor Officer Challenge URL
01/20/2016	ADOBE CREATIVE CLOUD	69.99	740-7201-450-05-45-	01/20/16-02/19/16 CREATIVE SUITE MEMBERSHIP
01/22/2016	PEGS GLORIFIED HAM N E	63.00	740-7201-450-06-25-	BAN BREAKFAST MEETING
01/23/2016	GEEKSQUADPLAN 00015784	9.99	740-7200-413-06-25-	2016 JAN PROTECTION PLAN FOR PHONE 790- 7566
01/23/2016	MAILCHIMP	150.00	740-7201-450-06-25-	2016 JAN LIST CHARGE 12,401-12,600
01/25/2016	WOOBX	29.00	740-7201-450-06-25-	FACEBOOK CONTEST SOFTWARE 01/24/16- 02/24/16
01/25/2016	OFFICE DEPOT #973	30.97	740-7200-413-06-01-	TRASH BAGS, INK, COMPOSITION BOOK
01/29/2016	FINANCIAL SERVICES	3,396.37	740-7201-450-05-42-	PRINTER RENTAL 12/29/15- 01/28/16
01/31/2016	FACEBOOK QSFW29STY2	1.55	740-7201-450-05-42-	WEBSITE CLICK
01/31/2016	FACEBOOK PSFW29STY2	38.26	740-7201-450-05-42-	ADS 01/06/16-01/24/16
02/01/2016	ISTORAGE50 EAST	40.00	740-7200-413-04-40-	2016 FEB STORAGE UNIT

Purchase Date	Vendor Name	Item Total	Item GL Combination	Reference
02/01/2016	ISTORAGE50 EAST	140.00	740-7200-413-04-40-	B02 RENTAL (MARKETING TRAILER 2016 FEB STORAGE UNIT
02/02/2016	CHARTER COMM	65.00	740-7211-450-06-25-	552 RENTAL CHARTER INTERNET 01/20/16-02/19/16
report count:	24	5,455.95		