

**Carson City Visitors Bureau
Agenda Report**

Date Submitted: 02/08/17

Agenda Date Requested: 02/13/17

Time Requested: 15 Minutes

To: Carson City Visitors Bureau - Board of Directors

From: Joel Dunn, Executive Director

Subject Title: Approval for ratification of the CCVB Statement of Accounts Payable Checks and P-Card Reports for December, 2016.

Staff Summary: The CCVB Board will review an account activity statement for CCVB bills/payments for December, 2016.

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 Account Activity Statement of Accounts Payable Checks and P-Card Reports for December, 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: 2016 December – CCVB Account Activity Statement of Accounts Payable Checks and P-Card Reports

Prepared By: Joel Dunn, Executive Director

CHECK NUMBER	CHECK DATE	VENDOR NUMBER	VENDOR NAME	MEMO	CHECK AMOUNT
1000187	12/31/16	12086	BANK OF AMERICA	PMT FOR 11/05/16-12/04/16 CCVB CREDIT CARD CHARGES	7,722.69
364880	12/23/16	2666348	CARSON CITY ART GALLERY	GIFT STORE INVENTORY - POTTERY	8.00
364769	12/23/16	11396	CARSON CITY CHAMBER OF COMMERCE	ANNUAL MEMBERSHIP RENEWAL	275.00
364414	12/09/16	2665828	CARSON CITY SQUARE, LLC	2016 DEC RENT	4,729.00
364414	12/09/16	2665828	CARSON CITY SQUARE, LLC	10/03/16-11/01/16 GAS UTILITIES	101.20
364318	12/02/16	11508	CATHLEEN ALLISON DBA NEVADA PHOTO SOURCE	PHOTOGRAPHY & CONTENT WRITING THROUGH 11/18/16	6,860.00
364849	12/23/16	11508	CATHLEEN ALLISON DBA NEVADA PHOTO SOURCE	PHOTOGRAPHY & CONTENT WRITING THROUGH 12/03/16	3,370.00
365012	12/30/16	11508	CATHLEEN ALLISON DBA NEVADA PHOTO SOURCE	PHOTOGRAPHY & CONTENT WRITING THROUGH 12/19/16	2,410.00
364424	12/09/16	15638	COMPUTER ARTISTRY	11/01/16-11/29/16 DESIGN WORK	1,137.50
364786	12/23/16	15638	COMPUTER ARTISTRY	12/01/16-12/14/16 DESIGN WORK	585.00
364618	12/16/16	2663516	ELECTRIC LIGHTWAVE	2016 NOV TELEPHONE	16.16
364279	12/02/16	1905365	FIRST CHOICE SERVICES	COFFEE & SUPPLIES FOR VISITORS CENTER	107.00
364435	12/09/16	1905365	FIRST CHOICE SERVICES	COFFEE & SUPPLIES FOR VISITORS CENTER	25.00
364970	12/30/16	1905365	FIRST CHOICE SERVICES	COFFEE & SUPPLIES FOR VISITORS CENTER	134.20
364974	12/30/16	2666396	FREEMAN, EVAN	NEW OFFICE ADDITION	2,850.00
364630	12/16/16	2666400	HOLIDAY WITH A HERO	FUNDRAISER TICKETS SOLD IN VISITOR CENTER	2,715.00
364288	12/02/16	2666220	ISTORAGE 50 EAST BUSINESS CENTER	2016 DEC RENT	562.00
364984	12/30/16	2666220	ISTORAGE 50 EAST BUSINESS CENTER	2017 JAN RENT & 2016 SEP, OCT, NOV ELECTRICAL	686.42
364317	12/02/16	1403160	NEVADA DAY INC	NEVADA DAY BUTTONS SOLD IN VISITOR CENTER	58.00
364848	12/23/16	1909450	NEVADA DEPARTMENT OF TAXATION	2016 JUL, AUG, SEP LODGING TAX PMT	23,724.04
364857	12/23/16	13957	NV ENERGY	10/28/16-11/30/16	235.65
364516	12/09/16	7638	REGIONAL TRANSPORTATION COMM.	RTC BUS PASSES NOV 2016	233.75
365038	12/30/16	7638	REGIONAL TRANSPORTATION COMM.	RTC BUS PASSES DEC 2016	63.75
364892	12/23/16	10550	SIERRA NEVADA MEDIA GROUP	NDP-FP POWWOW AD	450.00
364529	12/09/16	2665137	SIERRA OFFICE SOLUTIONS	B&W COPIER 08/20/16-11/20/16	46.61
364370	12/02/16	2666174	VERITIV OPERATING COMPANY	PAPER FOR BROCHURES & OFFICE COPY PAPER	875.71
					59,981.68

CCVB P-Card Report

CH Full Name Exactly Matches 'null'
 Company Name City of Carson City
 Post Date Between 2016-12-03 00:00:00 and 2017-01-04 00:00:00
 Report Owner MCQUEARY, CHRISTINE
 Report Time 2017-02-07 22:53:13
 Transaction Type One of: Misc Credit or Misc Debit or Purchase

Purchase Date	Vendor Name	Item Total	Item GL Combination	Reference
12/02/2016	MODERN TRIBE PLUGINS	89.00	740-7201-450-06-25-	EVENTS CALENDAR EVENT AGGREGATOR
12/02/2016	MODERN TRIBE PLUGINS	89.00	740-7201-450-06-25-	EVENTS CALENDAR FILTER BAR
12/02/2016	MODERN TRIBE PLUGINS	62.00	740-7201-450-06-25-	EVENTS CALENDAR PRO RENEWAL
12/03/2016	Amazon.com	32.45	740-7254-450-06-25-	RESEARCH BOOK FOR 2017 NEA GRANT
12/05/2016	EVITE, INC.	20.00	740-7254-450-05-40-	ARTS & CULTURE HOLIDAY MEET & GREET
12/06/2016	ACT CC Parks & Rec	50.00	740-7254-450-05-40-	ARTS & CULTURE HOLIDAY GATHERING
12/06/2016	QUALITY INN - PRESCOTT	3,312.96	740-7230-450-05-80-	EPIC RIDE LOGISTICS TRIP - LODGING
12/07/2016	FIRKIN & FOX	33.85	740-7254-450-06-25-	VANS ART GRANT MEETING W/PIONEER ART SCHOOL
12/09/2016	LOWES #01024	50.13	740-7200-413-06-25-	NEW OFFICE DESK BUILDING SUPPLIES
12/10/2016	VZWLSS APOCC VISB	314.84	740-7200-413-07-10-	10/20/16-11/19/16
12/10/2016	CVS/PHARMACY #08779	28.75	740-7254-450-06-25-	HOLIDAY DECOR
12/12/2016	LOWES #01024	367.12	740-7200-413-06-25-	NEW OFFICE & GIFT STORE PAINT SUPPLIES
12/14/2016	ATT CONS PHONE PMT	143.90	740-7200-413-07-10-	11/19/16-12/18/16 FAX LINE
12/14/2016	HOSTGATOR.COM	16.95	740-7201-450-06-25-	201612 yourexperiencestartshere.co mBusinessPackage
12/15/2016	LOWES #01024	104.31	740-7200-413-06-25-	NEW OFFICE PAINT & BUILDING SUPPLIES
12/15/2016	LOWES #01024	114.42	740-7200-413-06-25-	NEW OFFICE BUILDING SUPPLIES - DOOR
12/16/2016	SQ ACCURATE MOBILE	556.66	740-7200-413-06-25-	KEYED OFFICE ENTRY (2 NEW LOCKS & 3 RE- KEYED DOORS
12/16/2016	LOWES #01024	154.12	740-7200-413-06-25-	NEW OFFICE DESK BUILDING SUPPLIES
12/17/2016	GEEKSQUADPLAN 00015784	7.99	740-7200-413-06-25-	2016 DEC PROTECTION PLAN FOR PHONE 790- 7757
12/18/2016	ADT SECURITY 401131352	45.49	740-7211-450-06-25-	12/18/16-01/17/17
12/19/2016	LOWES #01024	68.37	740-7200-413-06-25-	NEW OFFICE DESK BUILDING SUPPLIES
12/19/2016	LOWES #01024	32.31	740-7200-413-06-25-	NEW OFFICE DESK BUILDING SUPPLIES

Purchase Date	Vendor Name	Item Total	Item GL Combination	Reference
12/20/2016	ADOBE CREATIVE CLOUD	69.99	740-7201-450-05-45-	12/20/16-01/19/17 CREATIVE SUITE MEMBERSHIP
12/21/2016	OFFICE DEPOT #973	122.38	740-7200-413-06-01-	ENVELOPES, BINDER CLIPS, ETC
12/22/2016	RISTORANTE AND BAR	155.00	740-7230-450-06-25-	TRAVEL NEVADA MARKETING MEETING
12/22/2016	LOWES #01024	39.11	740-7200-413-06-25-	NEW OFFICE BUILDING SUPPLIES
12/23/2016	MAILCHIMP	135.00	740-7201-450-06-25-	2016 DEC LIST CHARGE 12,801-25,000
12/23/2016	IN SIMPVIEW	991.67	740-7201-450-03-49-	MOBILE APP LICENSING 12/31/16-01/30/17
12/24/2016	THE TAHOE WEEKLY	150.00	740-7201-450-05-42-	
12/27/2016	WOOBX	29.00	740-7201-450-06-25-	FACEBOOK CONTEST SOFTWARE 12/24/16- 01/24/17
12/28/2016	FINANCIAL SERVICES	1,151.22	740-7201-450-04-44-	PRINTER RENTAL 11/29/16- 12/28/16 & ADD'L IMAGES
12/28/2016	FINANCIAL SERVICES	1,564.01	740-7201-450-05-42-	PRINTER RENTAL 11/29/16- 12/28/16 & ADD'L IMAGES
12/29/2016	BLUEBRIDGE DIGITAL INC	991.67	740-7201-450-03-49-	2016 DEC VISIT APPS MONTHLY SUBSCRIPTION
12/31/2016	OFFICE DEPOT #973	130.48	740-7200-413-06-01-	PRINTER INK
12/31/2016	EL CHARRO AVITIA	21.65	740-7201-450-06-25-	MARKETING MEETING MEAL
01/01/2017	SMILEBOX SMILEBOX.COM	47.88	740-7201-450-06-25-	ANNUAL MEMBERSHIP INVITATION & SLIDESHOW SOFTWARE
01/02/2017	CHARTER COMM	169.99	740-7211-450-06-25-	CHARTER INTERNET 12/20/16-01/19/17
report count:	37	11,463.67		