

**Carson City Visitors Bureau
Agenda Report**

Date Submitted: 03/08/17

Agenda Date Requested: 03/13/17

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 Report for January, 2017.

Staff Summary: The CCVB Board will review an account activity statement for CCVB bills/payments for January, 2017.

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 Report for January, 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: 2017 January – CCVB Account Activity Statement of Accounts Payable Checks and P-Card Report

Prepared By: Joel Dunn, Executive Director

CHECK NUMBER	CHECK DATE	VENDOR NUMBER	VENDOR NAME	MEMO	CHECK AMOUNT
1000188	01/31/17	12086	BANK OF AMERICA	PMT FOR 12/03/16-01/04/17 CCVB CREDIT CARD CHARGES	11,463.67
365577	01/27/17	2665828	CARSON CITY SQUARE, LLC	2017 JAN RENT	4,729.00
365577	01/27/17	2665828	CARSON CITY SQUARE, LLC	11/02/16-12/02/16 GAS UTILITIES	247.80
365579	01/27/17	2665699	CARSON NOW LLC	2016 DEC NOW AD MENU LINK	540.00
365313	01/13/17	11508	CATHLEEN ALLISON DBA NEVADA PHOTO SOURCE	PHOTOGRAPHY & CONTENT WRITING THROUGH 12/31/16	3,150.00
365252	01/13/17	15638	COMPUTER ARTISTRY	12/14/16-01/03/17 DESIGN WORK	1,040.00
365433	01/20/17	2663516	ELECTRIC LIGHTWAVE	2016 DEC TELEPHONE	16.01
365267	01/13/17	1905365	FIRST CHOICE SERVICES	COFFEE & SUPPLIES FOR VISITORS CENTER	25.00
365608	01/27/17	1905365	FIRST CHOICE SERVICES	COFFEE & SUPPLIES FOR VISITORS CENTER	235.40
365617	01/27/17	2666220	ISTORAGE 50 EAST BUSINESS CENTER	2017 FEB RENT & 2016 DEC ELECTRICAL	608.08
365487	01/20/17	1404650	NEVADA MAGAZINE	2017 JAN/FEB HALF PAGE AD	1,650.00
365494	01/20/17	13957	NV ENERGY	11/30/16-12/30/16	227.30
365665	01/27/17	2666191	PETTY CASH	RTT MEETING LUNCHES/PRIZE CASH/TRAVEL SHOW PARK FEES	419.29
365502	01/20/17	1602505	PITTNEY BOWES INC.	10/30/16-01/29/17	275.07
365357	01/13/17	13543	VITAL SIGNS	NV DAY STORE SIGNAGE ON WINDOWS	419.11
					25,045.73

CCVB P-Card Report

CH Full Name Exactly Matches 'null'
 Company Name City of Carson City
 Post Date Between 2017-01-05 00:00:00 and 2017-02-03 23:59:59
 Report Owner MCQUEARY, CHRISTINE
 Report Time 2017-02-28 12:34:57
 Transaction Type One of: Misc Credit or Misc Debit or Purchase

Purchase Date	Vendor Name	Item Total	Item GL Combination	Reference
01/04/2017	FIRKIN & FOX	135.00	740-7230-450-06-25-	EPIC RIDES REGISTRATION DINNER
01/05/2017	TOTALEVENT	75.00	740-7201-450-06-25-	SEA OTTER CLASSIC SPECIAL EVENT LIABILITY COVERAGE
01/05/2017	SEA OTTER CLASSIC	3,060.00	740-7201-450-05-43-	SEA OTTER CLASSIC TRADE SHOW BOOTH
01/05/2017	MICHAELS STORES 3758	21.81	740-7254-450-05-40-	ARTS & CULTURE MEET & GREET SOUVENIR
01/07/2017	ACT CC Parks & Rec	92.00	740-7254-450-05-40-	ARTS & CULTURE MEET & GREET ICE RINK FEES
01/09/2017	Amazon Digital Svcs	(8.99)	740-7254-450-06-25-	CREDIT FOR CHARGE MADE IN ERROR
01/09/2017	Amazon Digital Svcs	8.99	740-7254-450-06-25-	CHARGE MADE IN ERROR
01/10/2017	VZWRLSS APOCC VISB	314.84	740-7200-413-07-10-	11/20/16-12/19/16
01/11/2017	ATT CONS PHONE PMT	140.12	740-7200-413-07-10-	12/19/16-01/18/17 FAX LINE
01/13/2017	PINON BOTTLE CO	32.00	740-7254-450-06-25-	ART RECEPTION W/NV ARTS COUNCIL
01/13/2017	THE BASIL	47.00	740-7201-450-06-25-	TRAILS MEETING LUNCH
01/13/2017	MICHAELS STORES 3758	11.27	740-7254-450-06-25-	CC/CCVB COMMISSION DEMO FOR NEW GRANT
01/14/2017	HOSTGATOR.COM	16.95	740-7201-450-06-25-	201701 yourexperiencestartshere.co mBusinessPackage
01/17/2017	ZEITGEIST FILMS LTD	258.00	740-7254-450-06-25-	BILL CUNNINGHAM MOVIE FOR FASHION FILM SCREENING
01/17/2017	GEEKSQUADPLAN 00015784	7.99	740-7200-413-06-25-	2017 JAN PROTECTION PLAN FOR PHONE 790- 7757
01/18/2017	AMAZON MKTPLACE PMTS	150.00	740-7254-450-06-25-	SILVER STANCHION POSTS WITH RED ROPE
01/18/2017	ADT SECURITY 401131352	45.49	740-7211-450-06-25-	01/18/17 - 02/17/17
01/18/2017	SWANK MOTION PICTURES	326.00	740-7254-450-06-25-	DIOR & I DVD FOR FASHION FILM
01/19/2017	AMAZON MKTPLACE PMTS	192.00	740-7254-450-06-25-	RED CARPET AISLE RUNNER FOR FASHION FILM SCREENING
01/19/2017	OFFICE DEPOT #973	100.96	740-7200-413-06-01-	DATE STAMPS, SCREEN PROTECTOR, IPD CASE
01/20/2017	ADOBE CREATIVE CLOUD	69.99	740-7201-450-05-45-	01/20/17-02/19/17 CREATIVE SUITE MEMBERSHIP

Purchase Date	Vendor Name	Item Total	Item GL Combination	Reference
01/20/2017	FIRKIN & FOX	57.10	740-7201-450-06-25-	EVENT PROMOTOR MEETING W/ROSKA ENTERTAINMENT
01/23/2017	MAILCHIMP	135.00	740-7201-450-06-25-	2017 JAN LIST CHARGE 12,801-25,000
01/24/2017	OFFICE DEPOT #973	36.57	740-7200-413-06-01-	BOOKENDS, LABELS
01/24/2017	SQ COMMA COFFEE	9.49	740-7254-450-06-25-	ROSKA ENTERTAINMENT MEETING
01/24/2017	LOWES #01024	54.88	740-7201-450-06-25-	BATTERIES, TOTES
01/25/2017	BEST BUY MHT 00008508	1,149.90	740-7201-450-06-25-	GO PROS & ACCESSORIES FOR MARKETING TRAILS, ETC.
01/25/2017	THE HOME DEPOT #3309	14.84	740-7201-450-06-25-	INDECK BOX & BLACK PAINT FOR MARKETING PIECE
01/27/2017	CITY BOX OFFICE	116.50	740-7254-450-06-25-	SF ARTS/CULTURE EVENT/VENUE RESEARCH
01/27/2017	HOTELS.COM	1,330.26	740-7201-450-05-80-	TRIP-ANA VIDO BAY AREA TRAVEL & ADVENTURE SHOW - LODGING
01/30/2017	FINANCIAL SERVICES	1,151.22	740-7201-450-04-44-	PRINTER RENTAL 12/29/16-01/28/17
01/30/2017	FINANCIAL SERVICES	407.95	740-7201-450-05-42-	PRINTER RENTAL 12/29/16-01/28/17
01/31/2017	BREWERY ARTS CENTER	50.00	740-7254-450-06-25-	2017 WINTER WINE & ALL THAT JAZZ FUNDRAISING EVENT
02/01/2017	OFFICE DEPOT #973	15.99	740-7254-450-06-25-	GBNA EXHIBITION HARDWARE
02/01/2017	LOWES #01024	7.44	740-7254-450-06-25-	GBNA EXHIBITION HARDWARE
02/02/2017	CHARTER COMM	169.99	740-7211-450-06-25-	CHARTER INTERNET 01/20/17-02/19/17
report count:	36	9,803.55		