

**Carson City Visitors Bureau
Agenda Report**

Date Submitted: 05/03/17

Agenda Date Requested: 05/08/17

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 March, 2017.

Staff Summary: The CCVB Board will review an account activity statement for CCVB bills/payments for March, 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 March, 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 March – CCVB Account Activity Statement of Accounts Payable Checks and P-Card Report

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 2017-03-04 00:00:00 and 2017-04-04 23:59:59
 Report Owner MCQUEARY, CHRISTINE
 Report Time 2017-05-02 12:26:02
 Transaction Type One of: Misc Credit or Misc Debit or Purchase

Purchase Date	Vendor Name	Item Total	Item GL Combination	Reference
03/03/2017	EB 26TH ANNUAL ROCKY	90.67	740-7254-450-06-25-	LOCAL CULTURAL EVENT - 26TH ANNUAL ROCKY
03/03/2017	SQU SQ TAHOE WEEKLY &	550.00	740-7201-450-05-42-	HALF PAGE AD
03/03/2017	NV TOURISM	65.00	740-7201-450-03-30-	2017 RURAL ROUND UP - REGISTRATION DUNN
03/03/2017	NV TOURISM	65.00	740-7201-450-03-30-	2017 RURAL ROUND UP - REGISTRATION HORVATH
03/04/2017	RENO LITTLE THEATER	48.00	740-7254-450-06-25-	MEETING WITH BURNING MAN STAFF - TICKETS
03/06/2017	NV TOURISM	65.00	740-7201-450-03-30-	2017 RURAL ROUND UP - REGISTRATION SALINAS
03/07/2017	INTUIT IN SIMPLEVIEW	991.67	740-7201-450-03-49-	MOBILE APP LICENSING 03/01/17-03/31/17
03/10/2017	VZWRLSS APOCC VISB	314.80	740-7200-413-07-10-	01/20/17-02/19/17
03/10/2017	NV TOURISM	130.00	740-7201-450-06-25-	2017 RURAL ROUND UP - REGISTRATION DEON & TRISH RE
03/10/2017	RENO PUBLIC HOUSE	16.00	740-7254-450-06-25-	BURNING MAN SCULPTURE MEETING
03/13/2017	AMERICANS FOR THE ARTS	50.00	740-7254-450-06-25-	TICKET TO AAD 2017 PAC FUNDRAISER
03/14/2017	NTA	750.00	740-7201-450-05-45-	ANNUAL DUES 03/01/17- 01/31/18
03/14/2017	HOSTGATOR.COM	16.95	740-7201-450-06-25-	201703 yourexperiencestartshere.co mBusinessPackage
03/14/2017	SASSAFRAS	209.89	740-7230-450-06-25-	EPIC RIDES MEETING
03/14/2017	ADOBE PHOTOGRAPHY PLAN	9.99	740-7254-450-05-45-	03/14/17-04/13/17 CREATIVE PHOTOSHOP/LIGHTROOM MEM
03/16/2017	Z MA GAS	46.03	740-7201-450-05-80-	EPIC RIDE PROMOTION IN SANTA CRUZ - FUEL
03/16/2017	EB 2017 BURNING MAN G	695.00	740-7254-450-03-30-	BURNING MAN ART CONFERENCE - EVENT TICKET
03/16/2017	7-ELEVEN 22629	42.00	740-7201-450-05-80-	EPIC RIDE PROMOTION IN SANTA CRUZ - FUEL & FOOD
03/17/2017	GEEKSQUADPLAN 00015784	7.99	740-7200-413-06-25-	2017 MAR PROTECTION PLAN FOR PHONE 790- 7757
03/17/2017	OFFICE DEPOT #973	54.66	740-7200-413-06-01-	FILE BOXES, PRINTER INK
03/18/2017	ADT SECURITY 401131352	45.49	740-7211-450-06-25-	03/18/17 - 04/17/17

Purchase Date	Vendor Name	Item Total	Item GL Combination	Reference
03/19/2017	MCDONALD'S F36256	5.52	740-7254-450-05-80-	NTL ENDOWMENT OF ARTS ADVOCACY EVENT -
03/19/2017	HITCH TAXI DC	26.92	740-7254-450-05-80-	NTL ENDOWMENT OF ARTS ADVOCACY EVENT -
03/19/2017	OPEN CITY	26.50	740-7254-450-05-80-	TRANSPORTAI
03/19/2017	MACINTYRE'S	15.20	740-7254-450-05-80-	NTL ENDOWMENT OF ARTS ADVOCACY EVENT -
03/19/2017	BJ MARKET K15 20252508	16.46	740-7254-450-05-80-	NTL ENDOWMENT OF ARTS ADVOCACY EVENT -
03/20/2017	SQ AMERICANS FOR T	10.00	740-7254-450-06-25-	AAD 2017 PAC FUNDRAISER CLASS DONATION
03/20/2017	KNOTTY PINE RESTUARANT	60.00	740-7201-450-05-80-	CALIENTE STRATEGIC MEETING - MEAL
03/20/2017	MORSELS OMNI SHOREHAM	3.50	740-7254-450-05-80-	NTL ENDOWMENT OF ARTS ADVOCACY EVENT -
03/20/2017	SPL TAXICHARGE - WASH	11.17	740-7254-450-05-80-	NTL ENDOWMENT OF ARTS ADVOCACY EVENT -
03/20/2017	MORSELS OMNI SHOREHAM	9.55	740-7254-450-05-80-	TRANSPORTAT
03/20/2017	DISTRICT KITCHEN LLC	60.60	740-7254-450-05-80-	NTL ENDOWMENT OF ARTS ADVOCACY EVENT -
03/20/2017	SHELL OIL 646112200QPS	111.11	740-7201-450-05-80-	CALIENTE STRATEGIC MEETING - FUEL
03/20/2017	ADOBE CREATIVE CLOUD	69.99	740-7201-450-05-45-	03/20/17-04/19/17 CREATIVE SUITE MEMBERSHIP
03/20/2017	TONOPAH BREWING COMPAN	53.00	740-7201-450-05-80-	CALIENTE STRATEGIC MEETING - MEAL
03/20/2017	SHADY MOTEL	199.80	740-7201-450-05-80-	CALIENTE STRATEGIC MEETING - LODGING
03/21/2017	BAYOU ON PENN	14.00	740-7254-450-05-80-	NTL ENDOWMENT OF ARTS ADVOCACY EVENT -
03/21/2017	KNOTTY PINE RESTUARANT	32.00	740-7201-450-05-80-	CALIENTE STRATEGIC MEETING - MEAL
03/21/2017	PIZZA FACTORY FALLON	40.00	740-7201-450-05-80-	CALIENTE STRATEGIC MEETING - MEAL
03/21/2017	DUNKIN #352404 Q	2.19	740-7254-450-05-80-	NTL ENDOWMENT OF ARTS ADVOCACY EVENT -
03/21/2017	DISTRICT KITCHEN LLC	74.70	740-7254-450-05-80-	NTL ENDOWMENT OF ARTS ADVOCACY EVENT -
03/21/2017	SQ KELLY GARNI	56.38	740-7201-450-05-80-	CALIENTE STRATEGIC MEETING - MEAL
03/21/2017	CHEVRON 0093193	94.44	740-7201-450-05-80-	CALIENTE STRATEGIC MEETING - FUEL
03/21/2017	METRO 007-WDLY PARK-ZO	10.00	740-7254-450-05-80-	NTL ENDOWMENT OF ARTS ADVOCACY EVENT -
03/22/2017	DUNKIN #352404 Q	3.50	740-7254-450-05-80-	TRANSPORTAT
03/22/2017	RENO-TAHOE AIRPORT AUT	40.00	740-7254-450-05-80-	NTL ENDOWMENT OF ARTS ADVOCACY EVENT -
				PARKING

Purchase Date	Vendor Name	Item Total	Item GL Combination	Reference
03/22/2017	THE GROVE-WASHINGTOQPS	5.48	740-7254-450-05-80-	NTL ENDOWMENT OF ARTS ADVOCACY EVENT -
03/22/2017	SQU SQ BROTHERS BARBE	18.00	740-7254-450-05-80-	NTL ENDOWMENT OF ARTS ADVOCACY EVENT -
03/22/2017	AUNTIE ANNE'S TX150	6.35	740-7254-450-05-80-	NTL ENDOWMENT OF ARTS ADVOCACY EVENT -
03/22/2017	AMERICAN 0010276600402	25.00	740-7254-450-05-80-	NTL ENDOWMENT OF ARTS ADVOCACY EVENT -
03/23/2017	OFFICE DEPOT #973	33.28	740-7200-413-06-01-	TRANSPORTA VISITOR GUIDE
03/23/2017	MAILCHIMP	135.00	740-7201-450-06-25-	2017 MAR LIST CHARGE 12,801-25,000
03/24/2017	SOUTHWES 5262497133252	213.88	740-7254-450-05-80-	BURNING MAN ART CONFERENCE - FLIGHT
03/28/2017	FINANCIAL SERVICES	1,151.22	740-7201-450-04-44-	PRINTER RENTAL 02/28/17-03/28/17 & ADD'L IMAGES
03/28/2017	FINANCIAL SERVICES	379.64	740-7201-450-05-42-	PRINTER RENTAL 02/28/17-03/28/17 & ADD'L IMAGES
03/29/2017	NV STATE MUSEUM STORE	245.00	740-7254-450-06-25-	FACILITY USE RENTAL FOR ART WORKSHOP
03/30/2017	SQ CAB GOSQ.COM	40.81	740-7254-450-05-80-	BURNING MAN ART CONFERENCE -
03/30/2017	BURGER KING #8744 Q07	6.19	740-7254-450-05-80-	TRANSPORATION FEES BURNING MAN ART
03/30/2017	CANNON C STORE30068050	6.69	740-7254-450-05-80-	CONFERENCE - MEAL
03/30/2017	CANNON C STORE30068050	7.00	740-7254-450-05-80-	NTL ENDOWMENT OF ARTS ADVOCACY EVENT -
03/30/2017	SQU SQ CAFE GABRIELA	5.11	740-7254-450-05-80-	NTL ENDOWMENT OF ARTS ADVOCACY EVENT
03/30/2017	CAMBER RESTAURANT	27.01	740-7254-450-05-80-	BURNING MAN ART CONFERENCE - MEAL
03/30/2017	OAKLAND MARRIOTT F&B	44.18	740-7254-450-05-80-	BURNING MAN ART CONFERENCE - MEAL
03/30/2017	FORT GREEN	20.48	740-7254-450-05-80-	BURNING MAN ART CONFERENCE - MEAL
03/31/2017	PEETS 14502	5.59	740-7254-450-05-80-	BURNING MAN ART CONFERENCE - MEAL
03/31/2017	OFFICE DEPOT #973	13.99	740-7200-413-06-01-	BURNING MAN ART CONFERENCE - MEAL
03/31/2017	FORTUNE RESTAURANT	22.67	740-7254-450-05-80-	BATTERIES
03/31/2017	FAZ RESTAURANT OAKLAND	50.19	740-7254-450-05-80-	BURNING MAN ART CONFERENCE - MEAL
03/31/2017	FORT GREEN	23.67	740-7254-450-05-80-	BURNING MAN ART CONFERENCE - MEAL
03/31/2017	CIVIL AIR PATROL MAGAZ	100.00	740-7201-450-05-42-	BURNING MAN ART CONFERENCE - MEAL
03/31/2017	ROSAMUNDE SAUSAGE GRIL	15.54	740-7254-450-05-80-	SILVER WINGS OVER NEVADA AD
04/01/2017	B-DAMA INC	17.60	740-7254-450-05-80-	BURNING MAN ART CONFERENCE - MEAL

Purchase Date	Vendor Name	Item Total	Item GL Combination	Reference
04/01/2017	CONTEMPORARY ART CAFE	57.00	740-7254-450-05-80-	BURNING MAN ART CONFERENCE - MEAL
04/01/2017	PACIFIC COAST BREWING	14.00	740-7254-450-05-80-	BURNING MAN ART CONFERENCE - MEAL
04/01/2017	THE RADIO BAR	14.00	740-7254-450-05-80-	BURNING MAN ART CONFERENCE - MEAL
04/02/2017	CHARTER COMM	29.99	740-7200-413-07-10-	03/20/17-04/19/17 FAX, INTERNET & TV
04/02/2017	CHARTER COMM	205.25	740-7211-450-06-25-	03/20/17-04/19/17 FAX, INTERNET & TV
04/02/2017	COURTYARD OAKLAND DOWN	6.00	740-7254-450-05-80-	BURNING MAN ART CONFERENCE - MEALS
04/02/2017	COURTYARD OAKLAND DOWN	11.00	740-7254-450-05-80-	BURNING MAN ART CONFERENCE - MEALS
04/02/2017	COURTYARD OAKLAND DOWN	3.50	740-7254-450-05-80-	BURNING MAN ART CONFERENCE - MEALS
04/02/2017	CABS INC	36.00	740-7254-450-05-80-	BURNING MAN ART CONFERENCE - TRANSPORATION FEES
04/02/2017	ANDALE MEXICAN RESTAUR	21.95	740-7254-450-05-80-	BURNING MAN ART CONFERENCE - MEAL
04/03/2017	RENO-TAHOE AIRPORT AUT	40.00	740-7254-450-05-80-	BURNING MAN ART CONFERENCE - PARKING FEE
04/03/2017	LES SCHWAB TIRES #0953	714.40	740-7201-450-06-25-	MARKETING VEHICLE TRAILER TIRES
04/03/2017	COURTYARD OAKLAND DOWN	571.56	740-7254-450-05-80-	BURNING MAN ART CONFERENCE - LODGING
report count:	85	9,654.89		

CHECK NUMBER	CHECK DATE	VENDOR NUMBER	VENDOR NAME	MEMO	CHECK AMOUNT
367178	03/31/17	2664957	ALL WORLD SPORTS	2017 ALL WORLD MARKETING CAMPAIGN	20,000.00
367180	03/31/17	14004	AWARDZONE LLC	CCCC NAME PLATE	7.95
1000190	03/30/17	12086	BANK OF AMERICA	PMT FOR 02/04/17-03/03/17 CCVB CREDIT CARD CHARGES	17,822.49
367002	03/24/17	8032	CAPITAL BEVERAGES	WATER BOTTLES FOR VISITOR CENTER	19.50
366808	03/17/17	12022	CARSON CITY DOWNTOWN MERCHANTS ASSC	01/01/17-12/31/17 MEMBERSHIP	50.00
366814	03/17/17	2665828	CARSON CITY SQUARE, LLC	2017 MAR RENT	4,729.00
366814	03/17/17	2665828	CARSON CITY SQUARE, LLC	01/05/17-02/03/17 GAS UTILITIES	313.94
367004	03/24/17	2665699	CARSON NOW LLC	2017 MAR NOW AD MENU LINK	540.00
366695	03/10/17	11508	CATHLEEN ALLISON DBA NEVADA PHOTO SOURCE	PHOTOGRAPHY & CONTENT WRITING THROUGH 02/23/17	2,610.00
366911	03/17/17	11508	CATHLEEN ALLISON DBA NEVADA PHOTO SOURCE	PHOTOGRAPHY & CONTENT WRITING THROUGH 01/25/17	1,675.00
367083	03/24/17	11508	CATHLEEN ALLISON DBA NEVADA PHOTO SOURCE	PHOTOGRAPHY & CONTENT WRITING THROUGH 03/13/17	1,610.00
367269	03/31/17	11508	CATHLEEN ALLISON DBA NEVADA PHOTO SOURCE	PHOTOGRAPHY & CONTENT WRITING THROUGH 03/16/17	1,365.00
366493	03/03/17	15638	COMPUTER ARTISTRY	02/07/17-02/21/17 DESIGN WORK	926.25
366827	03/17/17	15638	COMPUTER ARTISTRY	02/22/17-03/07/17 DESIGN WORK	991.25
367205	03/31/17	15638	COMPUTER ARTISTRY	03/08/17-03/21/17 DESIGN WORK	893.75
366856	03/17/17	2663516	ELECTRIC LIGHTWAVE	2017 FEB TELEPHONE	17.17
366508	03/03/17	2666136	EPIC RIDES	2017 CARSON CITY OFF-ROAD PMT 2 OF 2	26,250.00
366664	03/10/17	1905365	FIRST CHOICE SERVICES	COFFEE & SUPPLIES FOR VISITORS CENTER	25.00
367033	03/24/17	1905365	FIRST CHOICE SERVICES	COFFEE & SUPPLIES FOR VISITORS CENTER	37.00
367228	03/31/17	8670	FRIENDS OF THE CARSON CITY LIBRARY	MARKETING IN THE PEDAL LIBRARY	1,000.00
367238	03/31/17	2666220	ISTORAGE 50 EAST BUSINESS CENTER	2017 APR RENT & 2017 FEB ELECTRICAL	612.79
366531	03/03/17	2665499	KOHN & COMPANY, LLP	ROOM TAX AUDIT FINAL PMT	1,000.00
367091	03/24/17	13957	NV ENERGY	01/31/17-03/01/17	215.76
366738	03/10/17	2665137	SIERRA OFFICE SOLUTIONS	11/20/16-02/20/17	49.01
366480	03/03/17	2665479	THE CARSON CITY GHOST WALK	02/19/17 GHOST WALK TOUR	270.00
367324	03/31/17	2664664	THE GREENHOUSE PROJECT	CHALET TENT CONCERT 2017	2,500.00
367147	03/24/17	2666174	VERITIV OPERATING COMPANY	PAPER FOR BROCHURES	467.29
					85,998.15