

**Carson City Culture & Tourism Authority
Agenda Report**

Date Submitted: 05/09/18

Agenda Date Requested: 05/14/18

Time Requested: 15 Minutes

To: Carson City Culture & Tourism Authority - Board of Directors

From: Chris Kipp, Operations Manager

Subject Title: For possible action to approve CTA Statement of Accounts Payable Checks and P-Card Report for March, 2018

Staff Summary: The CTA Board will review an account activity statement for Accounts Payable Checks for March, 2018 totaling \$51,303.68 and p-card purchases for March, 2018 totaling \$12,248.31 and make a determination whether they approve of the statement.

Type of Action Requested:

Resolution

Ordinance

Formal Action/Motion

Other (Specify) Presentation Only

Recommended Board Action: I move to approve the CTA Account Activity Statement of Accounts Payable Checks and P-Card charges for March, 2018.

Applicable Statute, Code, Policy, Rule or Regulation: n/a

Fiscal Impact: n/a

Explanation of Impact: n/a

Funding Source: n/a

Supporting Material: CTA Account Activity Statement of Accounts Payable Checks and P-Card Report for March, 2018

Prepared By: Chris Kipp, Operations Manager

CHECK NUMBER	CHECK DATE	VENDOR NUMBER	VENDOR NAME	MEMO	CHECK AMOUNT
376274	03/16/18	2663516	ALLSTREAM	2018 FEB TELEPHONE	17.40
1000202	03/31/18	12086	BANK OF AMERICA	PCARD CHARGES 02/05/18-03/02/18	7,370.67
376605	03/30/18	15921	CAPITOL CITY GUN CLUB	CYSSSA TRAP TOURNAMENT MEAL SPONSORSHIP	2,235.50
376307	03/16/18	2665828	CARSON CITY SQUARE, LLC	2017 MAR RENT	4,882.00
376307	03/16/18	2665828	CARSON CITY SQUARE, LLC	01/05/18-02/05/18 GAS UTILITIES	342.17
376125	03/09/18	2665699	CARSON NOW LLC	2018 FEB NOW AD MENU LINK	540.00
376433	03/23/18	2665699	CARSON NOW LLC	2018 MAR NOW AD MENU LINK	540.00
375966	03/02/18	15638	COMPUTER ARTISTRY	02/07/18-02/21/18 DESIGN WORK	406.25
376314	03/16/18	15638	COMPUTER ARTISTRY	02/22/18-03/06/18 DESIGN WORK	471.25
376618	03/30/18	15638	COMPUTER ARTISTRY	03/07/18-03/20/18 DESIGN WORK	731.25
376148	03/09/18	1905365	FIRST CHOICE SERVICES	COFFEE & SUPPLIES FOR VISITORS CENTER	71.80
376326	03/16/18	1905365	FIRST CHOICE SERVICES	COFFEE & SUPPLIES FOR VISITORS CENTER	25.00
376636	03/30/18	1905365	FIRST CHOICE SERVICES	COFFEE & SUPPLIES FOR VISITORS CENTER	54.95
376651	03/30/18	2666220	ISTORAGE 50 EAST BUSINESS CENTER	UNIT 212 RENT APR 2018 & JAN ELECTRIC	677.77
376344	03/16/18	2666687	KONICA MINOLTA PREMIER FINANCE	11/26/17-02/25/18 ADDITIONAL (134,076 C & 1,294 B+W)	5,725.05
376344	03/16/18	2666687	KONICA MINOLTA PREMIER FINANCE	02/26/18-03/25/18 MAINTENCE AGREEMENT DUPLO	1,137.50
375998	03/02/18	2666568	KONICA MINOLTA PREMIER FINANCE	02/01/18-02/28/18 PRINTER & DUPLO CUTTER LEASE	3,313.64
376661	03/30/18	2666568	KONICA MINOLTA PREMIER FINANCE	03/01/18-03/31/18 PRINTER & DUPLO CUTTER LEASE	3,475.43
376172	03/09/18	2665378	MARATHON STAFFING	McMANUS W/E 02/10/18	111.23
376354	03/16/18	2665378	MARATHON STAFFING	McMANUS W/E 11/04/17	155.72
376354	03/16/18	2665378	MARATHON STAFFING	McMANUS W/E 12/16/17	296.60
376354	03/16/18	2665378	MARATHON STAFFING	McMANUS W/E 02/17/18	185.38
376500	03/23/18	2665378	MARATHON STAFFING	McMANUS W/E 02/24/18	37.08
376673	03/30/18	2665378	MARATHON STAFFING	McMANUS W/E 03/03/18	148.30
376673	03/30/18	2665378	MARATHON STAFFING	CARDOZA W/E 03/02/18	211.28
376364	03/16/18	11508	NEVADA MOMENTUM	PHOTOGRAPHY & CONTENT WRITING THROUGH 02/23/18	1,745.00
376027	03/02/18	2666622	NV CONSULTING, LLC	CONSULTING SERVICES 02/16/18-02/22/18	2,520.00
376181	03/09/18	2666622	NV CONSULTING, LLC	CONSULTING SERVICES 02/23/18-03/01/18	2,520.00
376368	03/16/18	2666622	NV CONSULTING, LLC	CONSULTING SERVICES 03/02/18-03/08/18	2,520.00
376519	03/23/18	2666622	NV CONSULTING, LLC	CONSULTING SERVICES 03/09/18-03/15/18	2,520.00
376520	03/23/18	13957	NV ENERGY	01/30/18-02/28/18	278.41
376035	03/02/18	13835	OCAMPO-LOZADA, JULIE	ENGLISH TO SPANISH MARKETING PIECES TRANSLATIONS	198.46
376547	03/23/18	10550	SIERRA NEVADA MEDIA GROUP	RFP V&T RAILWAY MARKETING AD	191.12
376547	03/23/18	10550	SIERRA NEVADA MEDIA GROUP	02/01/18-02/28/18 TARGETED INTERNET ADS	4,999.99
376220	03/09/18	2665137	SIERRA OFFICE SOLUTIONS	11/20/17-02/19/18 COMMERCIAL PACKAGE	28.37
376395	03/16/18	2666174	VERITIV OPERATING COMPANY	PAPER	619.11
					51,303.68

CCVB P-Card Report

CH Full Name Exactly Matches 'null'
 Company Name City of Carson City
 Post Date Between 2018-03-03 00:00:00 and 2018-04-04 00:00:00
 Report Owner KIPP, CHRISTINE
 Report Time 2018-05-08 11:09:29
 Transaction Type One of: Misc Credit or Misc Debit or Purchase

Purchase Date	Vendor Name	Item Total	Item GL Combination	Reference
03/03/2018	CHARTER COMM	39.99	740-7200-413-07-10-	02/20/18-03/19/18 FAX, INTERNET & TV
03/03/2018	CHARTER COMM	218.71	740-7211-450-06-25-	02/20/18-03/19/18 FAX, INTERNET & TV
03/05/2018	INTUIT IN SIMPLEVIEW	991.67	740-7201-450-03-49-	MOBILE APP LICENSING 03/01/18-03/31/18
03/07/2018	PAYPAL MILEHIGHJAZ	300.00	295-0650-456-05-45-	
03/08/2018	ADOBE SYSTEMS, INC.	22.99	295-0650-456-06-25-	
03/10/2018	VZWLSS APOCC VISB	248.91	740-7200-413-07-10-	01/20/18-02/19/18
03/12/2018	REACHLOCAL	500.00	740-7201-450-05-42-	GEOFENCE MARKETING
03/12/2018	SIERRA NV MEDIA GRP CI	6.95	295-0650-456-05-45-	
03/12/2018	USPS KIOSK 3113609550	3.10	740-7246-450-06-25-	
03/12/2018	USPS KIOSK 3113609550	1.63	740-7246-450-06-25-	
03/12/2018	USPS KIOSK 3113609550	1.63	740-7246-450-06-25-	
03/12/2018	USPS KIOSK 3113609550	1.63	740-7246-450-06-25-	
03/12/2018	USPS KIOSK 3113609550	1.63	740-7246-450-06-25-	
03/13/2018	USPS KIOSK 3113609550	32.07	740-7246-450-06-25-	
03/13/2018	USPS KIOSK 3113609550	1.63	740-7246-450-06-25-	
03/14/2018	HOSTGATOR.COM	16.95	740-7201-450-06-25-	201803 yourexperiencestartshere.co mBusinessPackage CALIENTE/ELY SOCIAL MEDIA SYMPOSIUM - FUEL
03/14/2018	CHEVRON 0309057	29.12	740-7201-450-05-80-	
03/14/2018	USPS PO 3113600701	62.73	740-7246-450-06-25-	
03/14/2018	NV TOURISM	65.00	740-7201-450-03-30-	2018 RURAL ROUND UP REGISTRATION
03/14/2018	NV TOURISM	65.00	740-7201-450-03-30-	2018 RURAL ROUND UP REGISTRATION
03/14/2018	CHEVRON 0098099	39.13	740-7201-450-05-80-	CALIENTE/ELY SOCIAL MEDIA SYMPOSIUM - FUEL
03/14/2018	The Union	345.00	295-0650-456-05-55-	
03/14/2018	FOOD & BEVERAGE	30.99	740-7201-450-05-80-	CALIENTE/ELY SOCIAL MEDIA SYMPOSIUM -
03/15/2018	ADOBE SYSTEMS, INC.	9.99	295-0650-456-06-25-	
03/15/2018	JAIL HOUSE MOTEL & CAS	147.56	740-7201-450-05-80-	CALIENTE/ELY SOCIAL MEDIA SYMPOSIUM - LODGING
03/16/2018	CALIENTE HOT SPRINGS M	83.25	740-7201-450-05-80-	CALIENTE/ELY SOCIAL MEDIA SYMPOSIUM - LODGING

Purchase Date	Vendor Name	Item Total	Item GL Combination	Reference
03/16/2018	KNOTTY PINE RESTUARANT	15.73	740-7201-450-05-80-	CALIENTE/ELY SOCIAL MEDIA SYMPOSIUM -
03/16/2018	NV STATE MUSEUM STORE	750.00	295-0650-456-05-45-	
03/17/2018	MAVERIK #440	40.86	740-7201-450-05-80-	CALIENTE/ELY SOCIAL MEDIA SYMPOSIUM - FUEL
03/17/2018	JERRY'S SERVICE	31.49	740-7201-450-05-80-	CALIENTE/ELY SOCIAL MEDIA SYMPOSIUM - FUEL
03/17/2018	GIGGLE SPRINGS	29.48	740-7201-450-05-80-	CALIENTE/ELY SOCIAL MEDIA SYMPOSIUM - FUEL
03/18/2018	ADT SECURITY 401131352	45.49	740-7211-450-06-25-	03/18/18 - 04/17/18
03/18/2018	USPS KIOSK 3113609550	29.30	740-7246-450-06-25-	
03/20/2018	PAYPAL MOVIEPOSTER	19.74	740-7246-450-06-25-	
03/20/2018	PAYPAL MOVIEPOSTER	12.20	740-7246-450-06-25-	
03/20/2018	PAYPAL POWERMOVIEP	40.00	740-7246-450-06-25-	
03/20/2018	USPS KIOSK 3113609550	7.00	740-7246-450-06-25-	
03/20/2018	SOUTHWES 5261426777937	531.96	740-7201-450-05-80-	ROBOTICS CONVENTION - FLIGHT
03/21/2018	PAYPAL CLASSICCINE	620.00	740-7246-450-06-25-	
03/21/2018	ADOBE SYSTEMS, INC.	69.99	740-7201-450-05-45-	03/20/18-04/19/18 CREATIVE SUITE MEMBERSHIP
03/22/2018	REACHLOCAL	500.00	740-7201-450-05-42-	GEOFENCE MARKETING
03/22/2018	WALMART.COM	18.98	740-7246-450-06-25-	
03/22/2018	SQ SQ RUSTICALLY DIV	140.00	740-7246-450-06-25-	
03/23/2018	MAILCHIMP MONTHLY	135.00	740-7201-450-06-25-	2018 MAR LIST CHARGE 12,801-25,000
03/23/2018	PAYPAL DEON	514.80	740-7246-450-06-25-	
03/23/2018	USPS KIOSK 3113609550	17.75	740-7246-450-06-25-	
03/24/2018	USPS KIOSK 3113609550	3.75	740-7246-450-06-25-	
03/24/2018	USPS KIOSK 3113609550	3.50	740-7246-450-06-25-	
03/27/2018	REACHLOCAL	500.00	740-7201-450-05-42-	GEOFENCE MARKETING
03/27/2018	PAYPAL MADE TAHOE	192.00	740-7201-450-05-42-	CC LOGO, HIKER & MT BIKE MAGNETS
03/27/2018	YPS HOMEAWAY HA-M9H9CP	1,303.00	740-7201-450-05-80-	2018 SEA OTTER CLASSIC - LODGING
03/27/2018	YPS RDD HA-M9H9CP	1,000.00	740-7201-450-05-80-	2018 SEA OTTER CLASSIC - LODGING
03/28/2018	SQ SQ TAHOE WEEKLY &	1,438.50	740-7201-450-05-42-	SPOONER LAKE 1/2 PG AD IN TAHOE WEEKLY
03/28/2018	SOUTHWES 5261429694411	531.96	740-7246-450-06-25-	
03/30/2018	OFFICE DEPOT #973	69.97	740-7200-413-06-01-	VISITOR GUIDE ENVELOPES, MOUSE
03/30/2018	USPS KIOSK 3113609550	11.00	740-7246-450-06-25-	
03/31/2018	FACEBK 8X6X4F6UY2	20.00	740-7201-450-05-42-	FACEBOOK ADS
04/01/2018	ISTORAGE-50 EAST	79.00	740-7200-413-04-40-	Unit F14 2018 APR
04/02/2018	CHARTER COMM	39.99	740-7200-413-07-10-	03/20/18-04/19/18 FAX, INTERNET & TV

Purchase Date	Vendor Name	Item Total	Item GL Combination	Reference
04/02/2018	CHARTER COMM	218.61	740-7211-450-06-25-	03/20/18-04/19/18 FAX, INTERNET & TV
report count:	60	12,248.31		