

**Carson City Visitors Bureau
Agenda Report**

Date Submitted: 04/05/17

Agenda Date Requested: 04/10/17

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 February, 2017.

Staff Summary: The CCVB Board will review an account activity statement for CCVB bills/payments for February, 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 February, 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 February – 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 2017-02-04 00:00:00 and 2017-03-03 23:59:59
 Report Owner MCQUEARY, CHRISTINE
 Report Time 2017-03-28 11:31:11
 Transaction Type One of: Misc Credit or Misc Debit or Purchase

Purchase Date	Vendor Name	Item Total	Item GL Combination	Reference
02/03/2017	SIGN PRO	274.00	740-7254-450-06-25-	BANNER & STAND FOR FASHION FILM EVENT
02/03/2017	OFFICE DEPOT #973	55.92	740-7201-450-06-25-	USBS FOR
02/03/2017	SMITHS FOOD #4356	254.28	740-7254-450-06-25-	GBNA ARTIST RECEPTION SUPPLIES
02/03/2017	LOWES #01024	159.00	740-7201-450-06-25-	17' LADDER
02/04/2017	PAPA MURPHY'S NV001	34.00	740-7254-450-06-25-	F.I.S.H. MURAL MEETING MEAL
02/05/2017	MICHAELS STORES 3758	68.91	740-7254-450-06-25-	GBNA EXHIBITION EASLES
02/06/2017	MILL END FABRICS INC	14.65	740-7254-450-06-25-	FASHION FILMS BANNER FABRIC
02/07/2017	LOWES #01024	49.68	740-7254-450-06-25-	GBNA EXHIBITION HANGING SUPPLIES
02/07/2017	IN SIMPLEVIEW	991.67	740-7201-450-03-49-	MOBILE APP LICENSING 01/31/17-02/28/17
02/08/2017	PAY HOMEAWAY HA-CZ1RBW	1,816.38	740-7201-450-05-80-	SEA OTTER CLASSIC - LODGING
02/08/2017	NV STATE MUSEUM STORE	241.50	740-7254-450-06-25-	FASHION FILM EVENT MUSEUM SECURITY
02/08/2017	PAY PROPDAMAGEPROTECT	79.00	740-7201-450-05-80-	SEA OTTER CLASSIC - LODGING INSURANCE
02/09/2017	LOWES #01024	27.78	740-7201-450-06-25-	PRESENTATION HANGING SUPPLIES
02/09/2017	ATT CONS PHONE PMT	140.03	740-7200-413-07-10-	01/19/17-02/18/17 FAX LINE
02/10/2017	VZWRLLSS APOCC VISB	314.80	740-7200-413-07-10-	12/20/16-01/19/17
02/10/2017	7-ELEVEN 33021	54.55	740-7201-450-05-80-	M5 ART & EPIC RIDES PROMO TRIP - FUEL
02/10/2017	TACOLICIOUS	69.72	740-7201-450-05-80-	BAY AREA TRAVEL & ADVENTURE SHOW - BAY AREA TRAVEL & ADVENTURE SHOW - FUEL
02/10/2017	SHELL OIL 646112201QPS	42.00	740-7201-450-05-80-	BAY AREA TRAVEL & ADVENTURE SHOW - FUEL
02/10/2017	ANDREW BAKER	40.00	740-7201-450-05-80-	BAY AREA TRAVEL & ADVENTURE SHOW - CHAIN INSTALL
02/10/2017	OREILLY AUTO 00034983	87.48	740-7201-450-05-80-	BAY AREA TRAVEL & ADVENTURE SHOW - TIRE CHAINS
02/11/2017	LOCK CHUN RESTAURANT	43.90	740-7201-450-05-80-	BAY AREA TRAVEL & ADVENTURE SHOW - BAY AREA TRAVEL & ADVENTURE SHOW - FUEL
02/11/2017	JERSEY MIKE'S SUBS 201	23.47	740-7201-450-05-80-	BAY AREA TRAVEL & ADVENTURE SHOW - FASHION FILM EVENT DVD SHIPPING
02/11/2017	THE UPS STORE 4243	10.71	740-7254-450-06-25-	

Purchase Date	Vendor Name	Item Total	Item GL Combination	Reference
02/12/2017	CHEVRON 0099840	61.01	740-7201-450-05-80-	BAY AREA TRAVEL & ADVENTURE SHOW - FUEL
02/12/2017	FIVE GUYS BURGERS AND	24.09	740-7201-450-05-80-	BAY AREA TRAVEL & ADVENTURE SHOW - FUEL
02/12/2017	CHEVRON 0202328	54.44	740-7201-450-05-80-	M5 ART & EPIC RIDES PROMO TRIP - FUEL
02/13/2017	SHERATON	593.44	740-7201-450-05-80-	M5 ART & EPIC RIDES PROMO TRIP - LODGING
02/14/2017	HOSTGATOR.COM	16.95	740-7201-450-06-25-	201702 yourexperiencestartshere.co mBusinessPackage
02/14/2017	ADOBE PHOTOGRAPHY PLAN	9.99	740-7254-450-05-45-	02/14/17-03/13/17 CREATIVE PHOTOSHOP/LIGHTROOM MEM
02/15/2017	NEVADA ARTS COUNCIL	225.00	740-7254-450-06-25-	NEVADA ARTS COUNCIL FUNDRAISING EVENT TABLE
02/16/2017	BEST BUY CO 00024646	(89.98)	740-7201-450-06-25-	CREDIT FOR SCANDISKS
02/16/2017	SQ UNIVERSITY GALL	45.00	740-7254-450-05-45-	UNR ART GALLERY ANNUAL MEMBERSHIP
02/16/2017	SILVER PEAK GRILL AND	65.00	740-7254-450-06-25-	ARTS & CULTURE NETWORKING MEAL
02/17/2017	GEEKSQUADPLAN 00015784	7.99	740-7200-413-06-25-	2017 FEB PROTECTION PLAN FOR PHONE 790-7757
02/17/2017	PAY RDD HA-CZ1RBW	1,000.00	740-7201-450-05-80-	SEA OTTER CLASSIC - LODGING
02/17/2017	PAY HOMEAWAY HA-CZ1RBW	1,650.00	740-7201-450-05-80-	SEA OTTER CLASSIC - LODGING
02/18/2017	ADT SECURITY 401131352	45.49	740-7211-450-06-25-	02/18/17 - 03/17/17
02/19/2017	FIRKIN & FOX	364.30	740-7201-450-06-25-	GO WEST FAM TOUR - MEAL HOSTED FOR 20
02/20/2017	ADOBE CREATIVE CLOUD	69.99	740-7201-450-05-45-	TOUR OPERATO 02/20/17-03/19/17 CREATIVE SUITE MEMBERSHIP
02/21/2017	THE HOME DEPOT #3309	49.60	740-7200-413-06-25-	STORAGE BOXES
02/23/2017	MAILCHIMP	135.00	740-7201-450-06-25-	2017 FEB LIST CHARGE 12,801-25,000
02/23/2017	RED'S OLD 395 GRIL	343.95	740-7201-450-06-25-	GO WEST FAM TOUR - MEAL HOSTED FOR 22
02/24/2017	SQU SQ COMMA COFFEE	37.25	740-7254-450-06-25-	TOUR OPERATO CCVB & CULTURAL COMMISSION MEETING LUNCH
02/24/2017	4IMPRINT	1,187.64	740-7201-450-05-40-	SWIM MEET SPORTPACKS
02/25/2017	CARSON CITY HOLDING LL	108.00	740-7201-450-06-25-	GO WEST FAM TOUR - HOT SPRINGS ADMISSION HOSTED F
02/25/2017	SASSAFRAS	422.40	740-7201-450-06-25-	GO WEST FAM TOUR - MEAL HOSTED FOR 21 TOUR OPERATO

Purchase Date	Vendor Name	Item Total	Item GL Combination	Reference
02/28/2017	FINANCIAL SERVICES	1,151.22	740-7201-450-04-44-	PRINTER RENTAL 01/29/17-02/27/17 & ADD'L IMAGES
02/28/2017	FINANCIAL SERVICES	842.10	740-7201-450-05-42-	PRINTER RENTAL 01/29/17-02/27/17 & ADD'L IMAGES
03/01/2017	AMERICAN 00179899615560	216.80	740-7254-450-05-80-	NATIONAL ENDOWMENT OF THE ARTS ADVOCACY EVENT - FL
03/01/2017	AMERICAN 00179899590345	742.80	740-7254-450-05-80-	NATIONAL ENDOWMENT OF THE ARTS ADVOCACY EVENT - FL
03/01/2017	VITAL SIGNS	2,500.00	740-7201-450-06-25-	EVENT TENT & TABLE TOP COVER
03/02/2017	AIRBNB M9EZ5W	416.00	740-7254-450-05-80-	NATIONAL ENDOWMENT OF THE ARTS ADVOCACY EVENT - LO
03/02/2017	AMERICANS FOR THE ARTS	180.00	740-7254-450-06-25-	NATIONAL ENDOWMENT OF THE ARTS ADVOCACY EVENT - RE
03/02/2017	BEST BUY MHT 00008508	64.98	740-7201-450-06-25-	PIXTOR EXTREME MICROSD & REGARGABLE
03/03/2017	CHARTER COMM	149.33	740-7200-413-07-10-	02/20/17-03/19/17 FAX, INTERNET & TV
03/03/2017	CHARTER COMM	227.11	740-7211-450-06-25-	02/20/17-03/19/17 FAX, INTERNET & TV
report count:	56	17,810.32		

CHECK NUMBER	CHECK DATE	VENDOR NUMBER	VENDOR NAME	MEMO	CHECK AMOUNT
366383	02/24/17	2666450	A TO ZEN	LCB MEET & GREET	200.00
1000189	02/28/17	12086	BANK OF AMERICA	PMT FOR 01/05/17-02/03/17 CCVB CREDIT CARD CHARGES	9,803.55
366100	02/17/17	2122	BOYS & GIRLS CLUB OR WESTERN NV	TEEN CENTER BIKE RACK	100.00
365757	02/03/17	8032	CAPITAL BEVERAGES	IPA FOR NV DAY STORE OPENING	89.00
366106	02/17/17	2665645	CAPITOL INSURANCE COMPANIES	02/21/17-06/21/17	1,334.60
365908	02/10/17	2665828	CARSON CITY SQUARE, LLC	2017 FEB RENT	4,729.00
365908	02/10/17	2665828	CARSON CITY SQUARE, LLC	12/02/16-01/05/17 GAS UTILITIES	354.21
365766	02/03/17	2665699	CARSON NOW LLC	2017 JAN NOW AD MENU LINK	540.00
366293	02/24/17	2665699	CARSON NOW LLC	2017 FEB NOW AD MENU LINK	540.00
366191	02/17/17	11508	CATHLEEN ALLISON DBA NEVADA PHOTO SOURCE	PHOTOGRAPHY & CONTENT WRITING THROUGH 02/03/17	1,545.00
365777	02/03/17	15638	COMPUTER ARTISTRY	01/04/17-01/24/17 DESIGN WORK	845.00
366127	02/17/17	15638	COMPUTER ARTISTRY	01/25/17-02/07/17 DESIGN WORK	1,105.00
366339	02/24/17	2663516	ELECTRIC LIGHTWAVE	2017 JAN TELEPHONE	16.80
365941	02/10/17	1905365	FIRST CHOICE SERVICES	COFFEE & SUPPLIES FOR VISITORS CENTER	25.00
366143	02/17/17	1905365	FIRST CHOICE SERVICES	COFFEE & SUPPLIES FOR VISITORS CENTER	93.95
366344	02/24/17	1905365	FIRST CHOICE SERVICES	COFFEE & SUPPLIES FOR VISITORS CENTER	121.90
365949	02/10/17	15625	GOLD DUST WEST CARSON	EPIC RIDES VOLUNTEER DINNER	2,824.92
366357	02/24/17	2666220	ISTORAGE 50 EAST BUSINESS CENTER	2017 MAR RENT & 2017 JAN ELECTRICAL	679.32
365970	02/10/17	2665856	LEVIATHAN MEDIA GROUP	HISTORICAL CARSON CITY CAMPAIGN	15,000.00
365817	02/03/17	2666434	GREAT BASIN NATIVE ARTISTS - MELERO, MELISSA	GBNA EXHIBIT & ARTIST STIPENDS	2,050.00
366388	02/24/17	1909450	NEVADA DEPT OF TAXATION	2016 OCT, NOV, DEC NCOT 3/8%	15,664.29
365823	02/03/17	1404650	NEVADA MAGAZINE	2017 VISITOR GUIDE HALF PAGE AD	5,500.00
366393	02/24/17	1404650	NEVADA MAGAZINE	3 YEAR SUBSCRIPTION	48.95
366196	02/17/17	13957	NV ENERGY	12/30/16-01/31/17	234.72
365839	02/03/17	5015	QUALITY CONTROL SYSTEMS, INC	NEW DATA DROPS, PHONE LINE & WALL OUTLET	289.85
366430	02/24/17	1905375	SILVER STATE INDUSTRIES	RR SPIKES FOR SWIM MEET EVENT	200.00
366052	02/10/17	2666174	VERITIV OPERATING COMPANY	PAPER FOR BROCHURES	233.65
					64,168.71