

**Carson City Visitors Bureau
Agenda Report**

Date Submitted: 06/07/17

Agenda Date Requested: 06/12/17

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 P-Card Report for April, 2017 and the Accounts Payable Checks for April and May, 2017.

Staff Summary: The CCVB Board will review an account activity statement for CCVB bills/payments for April and May, 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 P-Card charges for April, 2017 and the Accounts Payable Checks for April and May, 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: CCVB Account Activity Statement of P-Card Report for April 2017 and the Accounts Payable Checks for April and May, 2017

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 2017-04-05 00:00:00 and 2017-05-04 23:59:59
 Report Owner MCQUEARY, CHRISTINE
 Report Time 2017-05-18 10:54:10
 Transaction Type One of: Misc Credit or Misc Debit or Purchase

Purchase Date	Vendor Name	Item Total	Item GL Combination	Reference
04/06/2017	BB NEVADA MUSEUM OF A	540.00	740-7254-450-03-30-	2017 ART + ENVIRONMENT CONFERENCE
04/06/2017	EAST TO WEST EMBRO	948.37	740-7201-450-06-25-	RIDE CC DECALS
04/07/2017	INTUIT IN SIMPVIEW	991.67	740-7201-450-03-49-	MOBILE APP LICENSING
04/07/2017	VITAL SIGNS	1,957.07	740-7201-450-06-25-	04/01/17-04/30/17 EVENT TENT AND TABLE COVERS
04/10/2017	VZWLSS APOCC VISB	314.80	740-7200-413-07-10-	02/20/17-03/19/17
04/11/2017	FIRKIN & FOX	26.85	740-7254-450-05-80-	NV ART MUSEUM MEETING MEAL
04/11/2017	NAPA AUTO TRUCK PARTS	294.40	740-7201-450-06-25-	MARKETING TRAILER MUD FLAPS
04/12/2017	MOO.COM	128.75	740-7254-450-06-25-	BUSINESS CARDS
04/12/2017	SQU SQ COMMA COFFEE	26.60	740-7201-450-06-25-	DOWNTOWN MARKETING PLAN MEETING
04/12/2017	LOWES #01024	92.76	740-7201-450-06-25-	MARKETING TENT DISPLAY SUPPLIES
04/12/2017	CARSON NUGGET	14.91	740-7201-450-06-25-	PROPS FOR DOWNTOWN MARKETING VIDEO
04/14/2017	ADOBE PHOTOGRAPHY PLAN	9.99	740-7254-450-05-45-	04/14/17-05/13/17 CREATIVE PHOTOSHOP/LIGHTROOM MEM
04/14/2017	GOOGLE Play Newsstand	8.99	740-7201-450-05-45-	SUBSCRIPTION RENEWAL
04/14/2017	HOSTGATOR.COM	16.95	740-7201-450-06-25-	201704 yourexperiencestartshere.comBusinessPackage
04/17/2017	LOWES #01024	90.96	740-7201-450-06-25-	MARKETING TENT DISPLAY SUPPLIES
04/17/2017	GEEKSQUADPLAN 00015784	7.99	740-7200-413-06-25-	2017 APR PROTECTION PLAN FOR PHONE 790-7757
04/17/2017	WM SUPERCENTER #1648	248.28	740-7201-450-06-25-	SEA OTTER CLASSIC TRADE SHOW - SUPPLIES
04/17/2017	NEVADA DMV 44	229.82	740-7201-450-06-25-	04/18/17-04/17/18 MARKETING VEHICLE REGISTRATION
04/18/2017	ADT SECURITY 401131352	45.49	740-7211-450-06-25-	04/18/17 - 05/17/17
04/18/2017	SHELL OIL 646112200QPS	98.88	740-7201-450-05-80-	SEA OTTER CLASSIC TRADE SHOW - FUEL
04/19/2017	PASSIONFISH	241.00	740-7201-450-05-80-	SEA OTTER CLASSIC TRADE SHOW - MEAL
04/19/2017	CHEVRON 0356637	52.57	740-7201-450-05-80-	SEA OTTER CLASSIC

Purchase Date	Vendor Name	Item Total	Item GL Combination	Reference
04/19/2017	SAN JUAN VALERO	43.23	740-7201-450-05-80-	TRADE SHOW - FUEL SEA OTTER CLASSIC
04/19/2017	FIRST AWAKENINGS	56.00	740-7201-450-06-25-	TRADE SHOW - FUEL SEA OTTER CLASSIC
04/19/2017	BUBBA GUMP MONTEREY	50.00	740-7201-450-05-80-	TRADE SHOW - MEAL SEA OTTER CLASSIC
04/20/2017	PP OTTO DESIGNWORKS	60.00	740-7201-450-06-25-	TRADE SHOW - MEAL SEA OTTER CLASSIC
04/20/2017	SQU SQ PORTOBELLOS BR	11.00	740-7201-450-05-80-	TRADE SHOW - BIKE LOCK SEA OTTER CLASSIC
04/20/2017	ADOBE CREATIVE CLOUD	69.99	740-7201-450-05-45-	TRADE SHOW - MEAL 04/20/17-05/19/17 CREATIVE SUITE MEMBERSHIP
04/20/2017	SHELL OIL 930022278QPS	57.77	740-7201-450-05-80-	SEA OTTER CLASSIC TRADE SHOW - FUEL
04/20/2017	STARBUCKS STORE 06463	8.30	740-7201-450-05-80-	SEA OTTER CLASSIC TRADE SHOW - MEAL
04/20/2017	CALIFORNIA PIZZA 213	11.00	740-7201-450-05-80-	SEA OTTER CLASSIC TRADE SHOW - MEAL
04/21/2017	CHEVRON 0091060	42.30	740-7201-450-05-80-	SEA OTTER CLASSIC TRADE SHOW - FUEL
04/21/2017	CHEVRON 0374873	12.24	740-7201-450-05-80-	SEA OTTER CLASSIC TRADE SHOW - MEAL
04/21/2017	PP PAULCHELSIE	125.00	740-7201-450-06-25-	SEA OTTER CLASSIC TRADE SHOW - ART FOR VISITOR CEN
04/21/2017	STARBUCKS STORE 06463	4.40	740-7201-450-05-80-	SEA OTTER CLASSIC TRADE SHOW - MEAL
04/21/2017	PACIFIC GROVE PARKING	2.75	740-7201-450-05-80-	SEA OTTER CLASSIC TRADE SHOW - PARKING FEE
04/21/2017	FIRST AWAKENINGS	25.27	740-7201-450-05-80-	SEA OTTER CLASSIC TRADE SHOW - MEAL
04/21/2017	SEA HARVEST MONTERE	300.00	740-7201-450-05-80-	SEA OTTER CLASSIC TRADE SHOW - MEAL
04/22/2017	ALVARADO ST BREWERY GR	17.14	740-7201-450-05-80-	SEA OTTER CLASSIC TRADE SHOW - MEAL
04/22/2017	SQU SQ ROTATING MASS	20.00	740-7201-450-05-45-	BIKE MAGAZINE SUBSCRIPTION
04/22/2017	SQ MAIDO CATERING	12.00	740-7201-450-05-80-	SEA OTTER CLASSIC TRADE SHOW - MEAL
04/22/2017	ALVARADO ST BREWERY GR	230.00	740-7201-450-05-80-	SEA OTTER CLASSIC TRADE SHOW - MEAL
04/23/2017	TOASTIES CAFE	12.88	740-7201-450-05-80-	SEA OTTER CLASSIC TRADE SHOW - MEAL
04/23/2017	SQ MAIDO CATERING	7.00	740-7201-450-05-80-	SEA OTTER CLASSIC TRADE SHOW - MEAL
04/23/2017	BEACH HOUSE AT LOVERS	100.00	740-7201-450-05-80-	SEA OTTER CLASSIC TRADE SHOW - MEAL
04/23/2017	CHEVRON 0376789	36.77	740-7201-450-05-80-	SEA OTTER CLASSIC TRADE SHOW - FUEL
04/23/2017	MAILCHIMP MONTHLY	135.00	740-7201-450-06-25-	2017 APR LIST CHARGE 12,801-25,000
04/23/2017	SEA HARVEST MONTERE	20.71	740-7201-450-05-80-	SEA OTTER CLASSIC

Purchase Date	Vendor Name	Item Total	Item GL Combination	Reference
04/23/2017	SHELL SERVICE STATIQPS	40.00	740-7201-450-05-80-	TRADE SHOW - MEAL
04/24/2017	CHEVRON 0202850	99.99	740-7201-450-05-80-	SEA OTTER CLASSIC TRADE SHOW - FUEL
04/24/2017	BREWERY ARTS CENTER	90.00	740-7254-450-06-25-	SEA OTTER CLASSIC TRADE SHOW - FUEL
04/25/2017	MARY LOORAM	350.00	740-7201-450-05-80-	2017 BREWS, BRATS & BALLET
04/26/2017	MAVERIK #412	86.88	740-7201-450-05-80-	SEA OTTER CLASSIC TRADE SHOW - LODGING
04/26/2017	CHEVRON 0374803	24.00	740-7201-450-05-80-	2017 RURAL ROUND UP CONFERENCE - FUEL
04/26/2017	HIMIKO STEAKHOUSE AND	80.00	740-7201-450-05-80-	2017 RURAL ROUND UP CONFERENCE - FUEL
04/26/2017	CHEVRON 0309057	35.48	740-7201-450-05-80-	2017 RURAL ROUND UP CONFERENCE - MEAL
04/26/2017	STRAY DOG	67.00	740-7201-450-05-80-	2017 RURAL ROUND UP CONFERENCE - FUEL
04/27/2017	CHEVRON 0306916	34.58	740-7201-450-05-80-	2017 RURAL ROUND UP CONFERENCE - MEAL
04/27/2017	RED LION INN & CASINO	90.06	740-7201-450-05-80-	2017 RURAL ROUND UP CONFERENCE - FUEL
04/27/2017	THE STAR HOTEL	173.00	740-7201-450-05-80-	2017 RURAL ROUND UP CONFERENCE - LODGING
04/28/2017	HOTEL NEVADA & GAMBLIN	66.38	740-7201-450-05-80-	2017 RURAL ROUND UP CONFERENCE - MEAL
04/28/2017	RED LION INN & CASINO	180.12	740-7201-450-05-80-	NEVADA RURAL ART TOUR - LODGING
04/28/2017	HOTEL NEVADA & GAMBLIN	66.38	740-7201-450-05-80-	2017 RURAL ROUND UP CONFERENCE - LODGING
04/28/2017	RED LION INN & CASINO	180.12	740-7201-450-05-80-	NEVADA RURAL ART TOUR - LODGING
04/28/2017	HOTEL NEVADA & GAMBLIN	66.38	740-7201-450-05-80-	2017 RURAL ROUND UP CONFERENCE - LODGING
04/28/2017	FINANCIAL SERVICES	1,151.22	740-7201-450-04-44-	NEVADA RURAL ART TOUR - LODGING
04/28/2017	FINANCIAL SERVICES	553.82	740-7201-450-05-42-	PRINTER RENTAL 03/29/17- 04/28/17 & ADD'L IMAGES
04/28/2017	RACKS BAR & GRILL	89.62	740-7201-450-05-80-	PRINTER RENTAL 03/29/17- 04/28/17 & ADD'L IMAGES
04/29/2017	TEXACO 0306961	88.88	740-7201-450-05-80-	NEVADA RURAL ART TOUR - MEAL
04/29/2017	DJ'S DINER AND DRIVE I	32.00	740-7201-450-05-80-	NEVADA RURAL ART TOUR - FUEL
04/30/2017	CHEVRON 0093193	57.77	740-7201-450-05-80-	NEVADA RURAL ART TOUR - MEAL
04/30/2017	SASSAFRAS	53.00	740-7254-450-06-25-	NEVADA RURAL ART TOUR - FUEL
05/01/2017	CARSON CITY FLORIST	300.00	740-7254-450-06-25-	RURAL ROUND UP MEETING - MEAL
05/01/2017	PAY RDD HA-CZ1RBW	(1,000.00)	740-7201-450-05-80-	ART DAY AT NV STATE LEGISLATURE
				SEA OTTER CLASSIC TRADE SHOW - LODGING

Purchase Date	Vendor Name	Item Total	Item GL Combination	Reference
05/01/2017	SQU SQ TAHOE WEEKLY &	235.00	740-7201-450-05-42-	QUARTER PAGE AD
05/02/2017	CHARTER COMM	29.99	740-7200-413-07-10-	04/20/17-05/19/17 FAX, INTERNET & TV
05/02/2017	CHARTER COMM	205.25	740-7211-450-06-25-	04/20/17-05/19/17 FAX, INTERNET & TV
05/03/2017	SMITHS FOOD #4356	78.95	----	
report count:	78	11,463.72		

CHECK NUMBER	CHECK DATE	VENDOR NUMBER	VENDOR NAME	MEMO	CHECK AMOUNT
1000191	04/30/17	12086	BANK OF AMERICA	PMT FOR 03/04/17-04/03/17 CCVB CREDIT CARD CHARGES	9,654.89
367689	04/14/17	15921	CAPITAL CITY GUN CLUB	CYSSA TRAP SHOOTING TOURNAMENT SPONSOR	5,092.50
367695	04/14/17	2665828	CARSON CITY SQUARE, LLC	2017 APR RENT	4,729.00
367695	04/14/17	2665828	CARSON CITY SQUARE, LLC	02/03/17-03/07/17 GAS UTILITIES	220.99
368063	04/28/17	2665699	CARSON NOW LLC	2017 APR NOW AD MENU LINK	540.00
368139	04/28/17	11508	CATHLEEN ALLISON DBA NEVADA PHOTO SOURCE	PHOTOGRAPHY & CONTENT WRITING THROUGH 04/12/17	5,635.00
367706	04/14/17	15638	COMPUTER ARTISTRY	03/22/17-04/04/17 DESIGN WORK	958.75
368074	04/28/17	15638	COMPUTER ARTISTRY	04/04/17-04/18/17 DESIGN WORK	1,137.50
367877	04/21/17	2663516	ELECTRIC LIGHTWAVE	2017 MAR TELEPHONE	16.25
367394	04/07/17	1905365	FIRST CHOICE SERVICES	COFFEE & SUPPLIES FOR VISITORS CENTER	79.95
367884	04/21/17	1905365	FIRST CHOICE SERVICES	COFFEE & SUPPLIES FOR VISITORS CENTER	62.75
368101	04/28/17	2666220	ISTORAGE 50 EAST BUSINESS CENTER	2017 MAY RENT	562.00
367425	04/07/17	12880	MONARCH DIRECT LLC	FILM WEEK & FOOD MAP BROCHURE FOLDING & TRIMMING	130.00
367938	04/21/17	13957	NV ENERGY	03/01/17-03/30/17	215.11
367951	04/21/17	1602505	PITNEY BOWES INC.	01/30/17-04/29/17 POSTAGE MACHINE	275.07
					29,309.76

CHECK NUMBER	CHECK DATE	VENDOR NUMBER	VENDOR NAME	MEMO	CHECK AMOUNT
368387	05/12/17	2665828	CARSON CITY SQUARE, LLC	2017 MAY RENT	4,729.00
368387	05/12/17	2665828	CARSON CITY SQUARE, LLC	03/07/17-04/05/17 GAS UTILITIES	89.89
368774	05/26/17	2665699	CARSON NOW LLC	2017 MAY NOW AD MENU LINK	540.00
368862	05/26/17	11508	CATHLEEN ALLISON DBA NEVADA PHOTO SOURCE	PHOTOGRAPHY & CONTENT WRITING THROUGH 05/12/17	4,130.00
368400	05/12/17	15638	COMPUTER ARTISTRY	04/18/17-05/02/17 DESIGN WORK	958.75
368786	05/26/17	15638	COMPUTER ARTISTRY	05/02/17-05/16/17 DESIGN WORK	1,121.25
368810	05/26/17	2663516	ELECTRIC LIGHTWAVE	2017 APR TELEPHONE	16.57
368414	05/12/17	1905365	FIRST CHOICE SERVICES	COFFEE & SUPPLIES FOR VISITORS CENTER	25.00
368623	05/19/17	1905365	FIRST CHOICE SERVICES	COFFEE & SUPPLIES FOR VISITORS CENTER	61.72
368832	05/26/17	2666220	ISTORAGE 50 EAST BUSINESS CENTER	2017 JUN RENT & 2017 MAR & APR ELECTRICAL	649.80
368439	05/12/17	2665856	LEVIATHAN MEDIA GROUP	05/01/17-04/31/18 RAILROADING IN NEVADA PAGE	1,500.00
368859	05/26/17	2665354	NEVADA COMMISSION FOR THE V&T	VISITOR CENTER SHOPPING BAGS	655.00
368670	05/19/17	1909450	NEVADA DEPT OF TAXATION	2017 JAN, FEB, MAR NCOT 3/8%	14,697.98
368674	05/19/17	13957	NV ENERGY	05/30/17-04/28/17	222.74
368493	05/12/17	2666191	PETTY CASH	TRAVEL EXP, RTT MEETING LUNCHESES	357.44
368689	05/19/17	5015	QUALITY CONTROL SYSTEMS, INC.	ELECTRICAL FOR NEW PRINTER & CONFERENCE ROOM RELOCATE	2,204.09
368527	05/12/17	2663857	STEWART FATHER'S DAY POWWOW	FULL PG AD IN 2017 POWWOW PROGRAM	500.00
368542	05/12/17	2666174	VERITIV OPERATING COMPANY	BROCHURE PAPER	653.74
					33,112.97