

**Carson City Visitors Bureau
Agenda Report**

Date Submitted: 07/05/17

Agenda Date Requested: 07/10/17

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

Staff Summary: The CCVB Board will review an account activity statement for CCVB bills/payments for May and June, 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 May, 2017 and the Accounts Payable Checks for June, 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 May 2017 and the Accounts Payable Checks for June, 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 2017-05-05 00:00:00 and 2017-06-02 23:59:59
 Report Owner MCQUEARY, CHRISTINE
 Report Time 2017-07-04 18:55:52
 Transaction Type One of: Misc Credit or Misc Debit or Purchase

Purchase Date	Vendor Name	Item Total	Item GL Combination	Reference
05/03/2017	THE BASIL	65.80	740-7254-450-06-25-	ART DAY AT THE NV LEGISLATURE - MEAL
05/04/2017	PAYPAL SIERRAARTSF	130.00	740-7254-450-06-25-	DINNER IN THE GALLERY EVENT
05/04/2017	LEGISLATIVE COUNSEL BU	72.95	740-7201-450-06-25-	NEVADA BIKE JERSEY
05/04/2017	SMASHBALLOON.COM INSTA	19.50	740-7201-450-06-25-	INSTAGRAM FEED PRO - 1 YEAR UPDATE
05/04/2017	SHELL OIL 646112200QPS	17.77	740-7201-450-06-25-	FUEL FOR WILLY
05/05/2017	CKE BATTLE BORN SOCI 1	165.60	740-7201-450-06-25-	NCOT WEDDING FAM MEAL
05/05/2017	SMITHS FOOD #4356	72.97	740-7201-450-06-25-	WINE WALK SUPPLIES
05/06/2017	LOWES #01024	98.98	740-7200-413-06-25-	CONFERENCE TABLE SUPPLIES
05/09/2017	EB 9TH ANNUAL CONCERT	139.14	740-7254-450-06-25-	CONCERT UNDER THE STARS FUNDRAISER TICKETS
05/10/2017	VZWRLSS APOCC VISB	314.85	740-7200-413-07-10-	03/20/17-04/19/17
05/10/2017	INTUIT IN SIMPVIEW	991.67	740-7201-450-03-49-	MOBILE APP LICENSING
05/10/2017	SMITHS FOOD #4356	86.98	740-7254-450-06-25-	05/01/17-05/31/17 ARTREPEUR
05/11/2017	FLYERS 41	123.33	740-7201-450-05-80-	WORKSHOP MEAL
05/12/2017	HTTP://WWW.GOGOAIR.COM	29.95	740-7254-450-05-80-	TRAIN RESEARCH & MARKETING TRIP
05/12/2017	SMITHS FOOD #4356	26.78	740-7200-413-06-25-	INTERNET SERVICE ON FLIGHT
05/12/2017	SQU SQ ARTISAN CAFE	38.89	740-7201-450-06-25-	PAPER TOWELS, ZIP LOCK BAGS
05/12/2017	SKUNK TRAIN	54.00	740-7201-450-06-25-	EVENTS MARKETING MEETING WITH ROSKA ENTERTAINMENT
05/14/2017	HOSTGATOR.COM	16.95	740-7201-450-06-25-	TRAIN RESEARCH & MARKETING TRIP - 2 TRAIN TICKETS
05/14/2017	BEACHCOMBER MOTEL	360.94	740-7201-450-05-80-	201705 yourexperiencestartshere.comBusinessPackage
05/14/2017	SEA AND SAND INN	212.79	740-7201-450-05-80-	TRAIN RESEARCH & MARKETING TRIP - LODGING
05/14/2017	ADOBE PHOTOGPY PLAN	9.99	740-7254-450-05-45-	TRAIN RESEARCH & MARKETING TRIP - LODGING
				05/14/17-06/13/17 CREATIVE PHOTOSHOP/LIGHTROOM

Purchase Date	Vendor Name	Item Total	Item GL Combination	Reference
				MEM
05/14/2017	SHELL OIL 57444481600	98.88	740-7201-450-05-80-	TRAIN RESEARCH & MARKETING TRIP - FUEL
05/15/2017	PAYPAL TWODOGSANDA	250.00	740-7254-450-06-25-	GNBA SHOW MARKETING PROMO UNLV STUDENT SOUVENIRS
05/16/2017	EB CHILI ON THE COMST	56.72	740-7254-450-06-25-	VCVB RESEARCH - CHILI ON THE COMSTOCK
05/16/2017	AMAZON MKTPLACE PMTS	519.96	740-7200-413-06-75-	CONFERENCE ROOM STOOLS
05/16/2017	INT IN DEERFIELD MEDI	2,890.00	740-7201-450-06-25-	DOWNTOWN MARKETING 4 SEGMENTS
05/16/2017	SASSAFRAS	42.51	740-7230-450-06-25-	EPIC RIDES ENTERTAINMENT (BAND) MEETING
05/17/2017	SMITHS FOOD #4356	87.45	740-7254-450-06-25-	ARTREPEUR WORKSHOP MEAL
05/17/2017	GEEKSQUADPLAN 00015784	7.99	740-7200-413-06-25-	2017 MAY PROTECTION PLAN FOR PHONE 790-7757
05/18/2017	ADT SECURITY 401131352	45.49	740-7211-450-06-25-	05/18/17 - 06/17/17
05/20/2017	ADOBE CREATIVE CLOUD	69.99	740-7201-450-05-45-	05/20/17-06/19/17 CREATIVE SUITE MEMBERSHIP
05/22/2017	FIRKIN & FOX	47.00	740-7254-450-06-25-	BIKE RACK PROJECT MEETING
05/22/2017	VITAL SIGNS	1,775.00	740-7201-450-05-42-	WINDOW DECALS - DEPOSIT
05/23/2017	MAILCHIMP MONTHLY	135.00	740-7201-450-06-25-	2017 MAY LIST CHARGE 12,801-25,000
05/23/2017	BREWERY ARTS CENTER	240.00	740-7254-450-06-25-	ARTREPEUR EVENT SPACE RENTAL
05/24/2017	SMITHS FOOD #4356	130.29	740-7254-450-06-25-	ARTREPEUR WORKSHOP MEAL
05/24/2017	FIRKIN & FOX	175.00	740-7201-450-06-25-	SINGLE TRACK GRANT MEETING
05/26/2017	LOS GALLOS TAQUERIA	21.66	740-7254-450-06-25-	MUSEUM + ARTECH RENO RESEARCH TRIP
05/26/2017	CITY OF RENO PARKING M	3.00	740-7254-450-06-25-	MUSEUM + ARTECH RENO RESEARCH TRIP PARKING FEE
05/26/2017	OFFICE DEPOT #973	167.95	740-7200-413-06-01-	INK, ENVELOPES, TRASH BAGS, ETC
05/26/2017	NV STATE MUSEUM STORE	250.00	740-7201-450-05-45-	MEMBERSHIP CONTRIBUTION
05/27/2017	THE EDDY	29.14	740-7254-450-06-25-	MUSEUM + ARTECH RENO RESEARCH TRIP
05/29/2017	FINANCIAL SERVICES	1,151.22	740-7201-450-04-44-	PRINTER RENTAL 04/29/17-05/28/17 & ADD'L IMAGES
05/29/2017	FINANCIAL SERVICES	1,497.44	740-7201-450-05-42-	PRINTER RENTAL 04/29/17-05/28/17 & ADD'L IMAGES
05/29/2017	CITY CENTER HOTEL	35.00	740-7254-450-06-25-	RESEARCH + REVIEW OF BIKE RENTALS

Purchase Date	Vendor Name	Item Total	Item GL Combination	Reference
05/30/2017	STITH PRINTING, INC.	4,358.00	740-7201-450-05-40-	MOTOR OFFICER CHALLENGE SHIRTS
05/30/2017	TARGET 00012393	77.93	740-7254-450-06-25-	ARTREPRENEUR GALLERY TABLECLOTHS
05/30/2017	OFFICE DEPOT #973	68.82	740-7254-450-06-25-	ARTREPRENEUR GALLERY EXHIBITION
05/30/2017	TARGET 00012393	(77.93)	740-7254-450-06-25-	ARTREPRENEUR GALLERY TABLECLOTHS - CREDIT
05/30/2017	FIRKIN & FOX	105.00	740-7201-450-06-25-	GHOST WALK GRANT MEETING MEAL
05/30/2017	BED BATH & BEYOND #563	159.92	740-7254-450-06-25-	ARTREPRENEUR GALLERY TABLECLOTHS
05/31/2017	SMITHS FOOD #4356	29.53	740-7200-413-06-25-	STRATEGIC PLANNING MEETING
05/31/2017	SQU SQ LA BAKERY CAFE	75.79	740-7200-413-06-25-	STRATEGIC PLANNING MEETING
06/02/2017	SQU SQ TAHOE WEEKLY &	685.00	740-7201-450-05-42-	HALF PAGE AD
06/02/2017	CHARTER COMM	29.99	740-7200-413-07-10-	201705 05/20/17-06/19/17 FAX, INTERNET & TV
06/02/2017	CHARTER COMM	205.25	740-7211-450-06-25-	201705 05/20/17-06/19/17 FAX, INTERNET & TV
report count:	56	18,493.82		

CHECK NUMBER	CHECK DATE	VENDOR NUMBER	VENDOR NAME	MEMO	CHECK AMOUNT
369333	06/16/17	2663516	ALLSTREAM	2017 MAY TELEPHONE	16.62
368943	06/02/17	14004	AWARDZONE LLC	CCCC BOARD MEMBER NAME PLATE	7.95
369353	06/16/17	2122	BOYS & GIRLS CLUB OF WESTERN NV	2017 LUAU	1,250.00
369366	06/16/17	2665828	CARSON CITY SQUARE, LLC	2016 OCT RENT & 2017 JUNE RENT	9,458.00
369366	06/16/17	2665828	CARSON CITY SQUARE, LLC	08/03/16-09/01/16 & 04/05/17-05/04/17 GAS UTILITIES	135.66
369496	06/23/17	2665699	CARSON NOW LLC	2017 JUN NOW AD MENU LINK	540.00
369171	06/09/17	11508	CATHLEEN ALLISON DBA NEVADA PHOTO SOURCE	PHOTOGRAPHY & CONTENT WRITING THROUGH 05/30/17	8,060.00
369578	06/23/17	11508	CATHLEEN ALLISON DBA NEVADA PHOTO SOURCE	PHOTOGRAPHY & CONTENT WRITING THROUGH 06/12/17	17,840.00
369501	06/23/17	2666534	CIANA MUSIC	EPIC RIDES LIVE MUSIC	250.00
368975	06/02/17	15638	COMPUTER ARTISTRY	05/03/17-05/16/17 DESIGN WORK (duplicate invoice)	1,121.25
369117	06/09/17	15638	COMPUTER ARTISTRY	05/17/17-05/30/17 DESIGN WORK	1,121.25
369507	06/23/17	15638	COMPUTER ARTISTRY	06/01/17-06/13/17 DESIGN WORK (includes credit for duplicate invoice above)	32.50
369129	06/09/17	1905365	FIRST CHOICE SERVICES	COFFEE & SUPPLIES FOR VISITORS CENTER	25.00
369403	06/16/17	2665980	MADDEN MEDIA	2017 TRAVEL NEVADA 1/2 PAGE AD	656.50
369166	06/09/17	2666434	GREAT BASIN NATIVE ARTISTS - MELERO, MELISSA	GBNA EXHIBIT & ARTIST STIPENDS (2ND SHOWING)	2,050.00
369582	06/23/17	13957	NV ENERGY	04/28/17-06/01/17	266.17
369435	06/16/17	5015	QUALITY CONTROL SYSTEMS, INC.	RECEPTACLE REPLACEMENT FOR PRINT ROOM	117.15
369444	06/16/17	10550	SIERRA NEVADA MEDIA GROUP	FY18 TENTATIVE BUDGET HEARING PUBLICATION	52.76
369217	06/09/17	2665137	SIERRA OFFICE SOLUTIONS	02/20/17-05/20/17	38.49
369079	06/02/17	2666174	VERITIV OPERATING COMPANY	BROCHURE PAPER	1,256.91
369638	06/23/17	2666174	VERITIV OPERATING COMPANY	BROCHURE PAPER	138.00
					44,434.21