

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

Date Submitted: 08/16/17

Agenda Date Requested: 08/21/17

Time Requested: 15 Minutes

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

From: Joel Dunn, Executive Director

Subject Title: **Approval for ratification of the CTA Statement of P-Card Report for June, 2017 and the Accounts Payable Checks for July, 2017.**

Staff Summary: The CTA Board will review an account activity statement for CTA bills/payments for June and July, 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 CTA Account Activity Statement of P-Card charges for June, 2017 and the Accounts Payable Checks for July, 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: CTA Account Activity Statement of P-Card Report for June 2017 and the Accounts Payable Checks for July, 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 2017-06-03 00:00:00 and 2017-07-04 00:00:00
 Report Owner MCQUEARY, CHRISTINE
 Report Time 2017-08-15 21:26:20
 Transaction Type One of: Misc Credit or Misc Debit or Purchase

| Purchase Date | Vendor Name | Item Total | Item GL Combination | Reference |
|---------------|------------------------|------------|---------------------|--|
| 06/02/2017 | CAPITOL INSURANCE CO. | 79.72 | 740-7200-413-05-12- | INSTALLMENT PMT |
| 06/03/2017 | INT IN VINO FRESCO LL | 20.00 | 740-7254-450-06-25- | NAC/ADAMS HUB INSTALLATION |
| 06/03/2017 | SMITHS FOOD #4356 | 104.26 | 740-7254-450-06-25- | ARTREPRENEUR GALLERY EXHIBITION RECEPTION |
| 06/04/2017 | GREENHOUSE GARDEN CENT | 152.96 | 740-7254-450-06-25- | ARTREPRENEUR GIFT FOR ADAMS HUB & NAC |
| 06/05/2017 | OFFICE DEPOT #973 | (51.60) | 740-7254-450-06-25- | SALES TAX CORRECTION |
| 06/05/2017 | OFFICE DEPOT #973 | 63.96 | 740-7254-450-06-25- | ARTREPRENEUR GALLERY EXHIBITION |
| 06/07/2017 | MAGAZINELINE | 34.95 | 740-7254-450-05-45- | ART IN AMERICA SUBSCRIPTION |
| 06/07/2017 | INTUIT IN SIMPLEVIEW | 991.67 | 740-7201-450-03-49- | MOBILE APP LICENSING 06/01/17-06/30/17 |
| 06/08/2017 | CHEVRON 0309057 | 52.78 | 740-7201-450-05-80- | NV MTN BIKE ADVENTURE - FUEL |
| 06/08/2017 | PAYPAL JAMES | 5,000.00 | 740-7201-450-06-25- | CARSON OFFROAD PRODUCTION BY DROPMEDIA |
| 06/08/2017 | MIDDLEGATE STATION | 42.77 | 740-7201-450-05-80- | NV MTN BIKE ADVENTURE - FUEL |
| 06/09/2017 | JAIL HOUSE MOTEL & CAS | 151.89 | 740-7201-450-05-80- | NV MTN BIKE ADVENTURE - LODGING |
| 06/09/2017 | JAIL HOUSE MOTEL & CAS | 151.89 | 740-7201-450-05-80- | NV MTN BIKE ADVENTURE - LODGING |
| 06/09/2017 | FOOD & BEVERAGE | 128.63 | 740-7201-450-05-80- | NV MTN BIKE ADVENTURE - MEAL |
| 06/09/2017 | JAIL HOUSE MOTEL & CAS | 151.89 | 740-7201-450-05-80- | NV MTN BIKE ADVENTURE - LODGING |
| 06/09/2017 | LA FIESTA RESTAURANT | 42.65 | 740-7201-450-05-80- | NV MTN BIKE ADVENTURE - MEAL |
| 06/09/2017 | OFFICE DEPOT #973 | 58.75 | 740-7200-413-06-01- | OFFICE SUPPLIES |
| 06/09/2017 | MICHAELS STORES 3758 | 53.93 | 740-7201-450-06-25- | GIFT BASKETS & WRAP |
| 06/10/2017 | VZWLSS APOCC VISB | 314.85 | 740-7200-413-07-10- | 04/20/17-05/19/17 |
| 06/10/2017 | KONICA MINOLTA BUSINES | 1,137.50 | 740-7201-450-04-44- | PRINTER RENTAL 05/26/17- 06/25/17 |
| 06/10/2017 | DENNY'S #9285 | 23.22 | 740-7201-450-05-80- | NV MTN BIKE ADVENTURE - MEAL |
| 06/11/2017 | RIDLEY'S FAMILY MARK | 31.86 | 740-7201-450-05-80- | NV MTN BIKE ADVENTURE MEETING - FOOD |
| 06/11/2017 | TEXACO 0376465 | 49.56 | 740-7201-450-05-80- | NV MTN BIKE ADVENTURE - FUEL |
| 06/11/2017 | SHELL OIL 57444694905 | 57.41 | 740-7201-450-05-80- | NV MTN BIKE ADVENTURE - FUEL |

| Purchase Date | Vendor Name | Item Total | Item GL Combination | Reference |
|---------------|------------------------|------------|---------------------|---|
| 06/12/2017 | INT IN NICK PHILLIPS | 1,800.00 | 740-7230-450-06-25- | EPIC RIDES - STAGE & LIGHTING |
| 06/13/2017 | CAPITAL CITY LIQUIDATO | 60.00 | 740-7230-450-06-25- | EPIC RIDES - BLUE PLASTIC DRUMS |
| 06/14/2017 | HOSTGATOR.COM | 16.95 | 740-7201-450-06-25- | 201706 yourexperiencestartshere.co mBusinessPackage |
| 06/14/2017 | INT IN NICK PHILLIPS | 2,500.00 | 740-7230-450-06-25- | EPIC RIDES - STAGE & LIGHTING pmt 2 of 4 |
| 06/14/2017 | INT IN NATALIYA FINE | 650.00 | 740-7254-450-06-25- | OCUMENTATION/SOUVENI R OF ORIGINAL ARTIST WORK |
| 06/14/2017 | INT IN NICK PHILLIPS | 1,500.00 | 740-7230-450-06-25- | EPIC RIDES - STAGE & LIGHTING pmt 3 of 4 |
| 06/14/2017 | SQ LA BAKERY CAFE | 30.29 | 740-7230-450-06-25- | EPIC RIDES LOGISTIC MEETING - MEAL |
| 06/14/2017 | ADOBE PHOTOGRAPHY PLAN | 5.66 | 740-7254-450-05-45- | 06/14/17-07/13/17 CREATIVE PHOTOSHOP/LIGHTROOM MEM |
| 06/14/2017 | ADOBE PHOTOGRAPHY PLAN | 4.33 | 740-7254-450-05-45- | 06/14/17-07/13/17 CREATIVE PHOTOSHOP/LIGHTROOM MEM |
| 06/15/2017 | LOWES #01024 | 44.30 | 740-7230-450-06-25- | EPIC RIDE SUPPLIES |
| 06/15/2017 | The Union | 133.90 | 740-7230-450-06-25- | EPIC RIDES VIDEO |
| 06/16/2017 | PAYPAL JAMES | 5,000.00 | 740-7201-450-06-25- | ELY PRODUCTION |
| 06/16/2017 | SMITHS FOOD #4356 | 87.31 | 740-7246-450-06-25- | GBNA RECEPTION FOOD |
| 06/16/2017 | OFFICE DEPOT #973 | 498.66 | 740-7200-413-06-01- | PRINTER INK, OFFICE SUPPLIES |
| 06/17/2017 | GEEKSQUADPLAN 00015784 | 7.99 | 740-7200-413-06-25- | 2017 JUN PROTECTION PLAN FOR PHONE 790-7757 |
| 06/17/2017 | SQU SQ STEWART FATHER | 20.00 | 740-7254-450-06-25- | ART SOUVENIR OF ORIGINAL ARTIST WORK |
| 06/17/2017 | The Union | 165.00 | 740-7230-450-06-25- | EPIC RIDES FILM CREW MEETING MEAL |
| 06/17/2017 | CKE BATTLE BORN SOCI 1 | 150.00 | 740-7230-450-06-25- | EPIC RIDES MEETING |
| 06/17/2017 | SQU SQ WILSON'S NAVAJ | 52.70 | 740-7254-450-06-25- | ART SOUVENIR OF ORIGINAL ARTIST WORK |
| 06/17/2017 | The Union | 180.00 | 740-7230-450-06-25- | EPIC RIDES MEETING |
| 06/18/2017 | TM TICKETMASTER TICKT | 244.45 | 740-7254-450-06-25- | RENO FASHION SHOW - FASHION FILM RESEARCH |
| 06/18/2017 | ADT SECURITY 401131352 | 19.71 | 740-7211-450-06-25- | 06/18/17 - 07/17/17 |
| 06/18/2017 | ADT SECURITY 401131352 | 25.78 | 740-7211-450-06-25- | 06/18/17 - 07/17/17 |
| 06/19/2017 | COURTYARD BY MARRIOTT | 342.99 | 740-7230-450-06-25- | EPIC RIDES - LODGING |
| 06/19/2017 | The Union | 72.41 | 740-7254-450-06-25- | GUEST ARTIST K. RAUDENBUSH MEETING - MEAL |
| 06/20/2017 | INT IN NICK PHILLIPS | 4,150.00 | 740-7230-450-06-25- | EPIC RIDES - STAGE & LIGHTING |

| Purchase Date | Vendor Name | Item Total | Item GL Combination | Reference |
|---------------|-----------------------|------------|---------------------|--|
| 06/20/2017 | ADOBE CREATIVE CLOUD | 25.66 | 740-7201-450-05-45- | 06/20/17-07/19/17 CREATIVE SUITE MEMBERSHIP |
| 06/20/2017 | ADOBE CREATIVE CLOUD | 44.33 | 740-7201-450-05-45- | 06/20/17-07/19/17 CREATIVE SUITE MEMBERSHIP |
| 06/23/2017 | MAILCHIMP MONTHLY | 135.00 | 740-7201-450-06-25- | 2017 JUN LIST CHARGE 12,801-25,000 |
| 06/23/2017 | PAYPAL F I S H | 500.00 | 740-7201-450-06-25- | CELEBRITY HEART CHARITY EVENT |
| 06/23/2017 | CARSON CITY PLAZA LLC | 2,173.38 | 740-7230-450-06-25- | EPIC RIDES - LODGING FOR MUSICIANS |
| 06/24/2017 | WYNDHAM GARDEN CARSON | 2,981.46 | 740-7230-450-06-25- | EPIC RIDES - LODGING FOR EPIC RIDES STAFF |
| 06/26/2017 | MICHAELS STORES 3758 | 93.61 | 740-7246-450-06-25- | GBNA SHOW MATERIALS |
| 06/26/2017 | OFFICE DEPOT #973 | 40.38 | 740-7200-413-06-01- | OFFICE SUPPLIES |
| 06/28/2017 | MICHAELS STORES 3758 | 24.99 | 740-7246-450-06-25- | GBNA SHOW MATERIALS |
| 06/28/2017 | FINANCIAL SERVICES | 1,151.22 | 740-7201-450-04-44- | PRINTER RENTAL 05/29/17- 06/28/17 |
| 06/28/2017 | VITAL SIGNS | 1,775.00 | 740-7201-450-06-25- | CARSON CITY STICKERS |
| 06/29/2017 | NEVADA MAGAZINE | 3,640.00 | 740-7246-450-05-42- | FULL PG AD IN NV MAGAZINE |
| 06/29/2017 | MICHAELS STORES 3758 | (24.99) | 740-7246-450-06-25- | GBNA SHOW MATERIALS- CREDIT INV #7336 3758 002 |
| 06/29/2017 | The Union | 66.00 | 740-7200-413-06-25- | CCVB POLICIES MEETING MEAL |
| 07/01/2017 | SQU SQ TAHOE WEEKLY & | 985.00 | 740-7201-450-05-42- | FULL PAGE COLOR AD |
| 07/02/2017 | CHARTER COMM | 11.00 | 740-7200-413-07-10- | 06/20/17-07/19/17 FAX, INTERNET & TV |
| 07/02/2017 | CHARTER COMM | 18.99 | 740-7200-413-07-10- | 06/20/17-07/19/17 FAX, INTERNET & TV |
| 07/02/2017 | CHARTER COMM | 75.26 | 740-7211-450-06-25- | 06/20/17-07/19/17 FAX, INTERNET & TV |
| 07/02/2017 | CHARTER COMM | 129.99 | 740-7211-450-06-25- | 06/20/17-07/19/17 FAX, INTERNET & TV |
| report count: | 69 | 40,454.21 | | |

08/15/17

Accounts Payable Checks (GMBA) FUND 740-742

07/01/17-07/31/17

| CHECK NUMBER | CHECK DATE | VENDOR NUMBER | VENDOR NAME | MEMO | CHECK AMOUNT |
|--------------|------------|---------------|--|--|--------------|
| 370261 | 07/21/17 | 2663516 | ALLSTREAM | 2017 JUN TELEPHONE | 16.05 |
| 1000194 | 07/31/17 | 12086 | BANK OF AMERICA | PMT FOR 06/03/17-07/04/17 CCVB CREDIT CARD CHARGES | 40,454.21 |
| 370522 | 07/28/17 | 15921 | CAPITOL CITY GUN CLUB | CCGC 75TH ANNIVERSARY SPONSOR | 2,145.00 |
| 370523 | 07/28/17 | 2665645 | CAPITOL INSURANCE COMPANIES | 07/01/17-02/21/18 | 1,793.68 |
| 369955 | 07/07/17 | 2666541 | CAPTAIN GALLAVANT LLC | EPIC RIDES - USS NEVADA | 1,500.00 |
| 370148 | 07/14/17 | 2665828 | CARSON CITY SQUARE, LLC | 2017 JULY RENT & REISSUE LOST CKS | 14,187.00 |
| 370148 | 07/14/17 | 2665828 | CARSON CITY SQUARE, LLC | 05/04/17-06/05/17 GAS UTILITIES & REISSUE LOST CKS | 181.69 |
| 370526 | 07/28/17 | 2665699 | CARSON NOW LLC | 2017 JUL NOW AD MENU LINK | 540.00 |
| 370034 | 07/07/17 | 11508 | CATHLEEN ALLISON DBA NEVADA PHOTO SOURCE | PHOTOGRAPHY & CONTENT WRITING THROUGH 06/19/17 | 13,985.00 |
| 370398 | 07/21/17 | 11508 | CATHLEEN ALLISON DBA NEVADA PHOTO SOURCE | PHOTOGRAPHY & CONTENT WRITING THROUGH 07/07/17 | 4,595.00 |
| 370531 | 07/28/17 | 4583 | CERTIFIED FOLDER DISPLAY SERV. | UPS DELIVERY TO MAMMOTH LAKES CA | 59.76 |
| 369965 | 07/07/17 | 15638 | COMPUTER ARTISTRY | 06/14/17-06/27/17 DESIGN WORK | 1,121.25 |
| 370301 | 07/21/17 | 15638 | COMPUTER ARTISTRY | 07/01/17-07/11/17 DESIGN WORK | 958.75 |
| 370536 | 07/28/17 | 15638 | COMPUTER ARTISTRY | 07/11/17-07/18/17 DESIGN WORK | 845.00 |
| 370303 | 07/21/17 | 2666557 | CONTROLLED BURN, INC | EPIC RIDES PERFORMANCE | 500.00 |
| 370321 | 07/21/17 | 2666443 | EDGE COMMUNICATIONS INC | CARSON STREET SPLICE | 2,958.00 |
| 370172 | 07/14/17 | 1905365 | FIRST CHOICE SERVICES | COFFEE & SUPPLIES FOR VISITORS CENTER | 25.00 |
| 370328 | 07/21/17 | 1905365 | FIRST CHOICE SERVICES | COFFEE & SUPPLIES FOR VISITORS CENTER | 137.20 |
| 370554 | 07/28/17 | 1905365 | FIRST CHOICE SERVICES | COFFEE & SUPPLIES FOR VISITORS CENTER | 37.00 |
| 370000 | 07/07/17 | 2665726 | HORVATH, KYLE | REIMBURSE FOR PMT TO WHITEHAT | 325.00 |
| 370179 | 07/14/17 | 2665726 | HORVATH, KYLE | REIMBURSE FOR PMT TO PICKETLINE BAND | 600.00 |
| 370003 | 07/07/17 | 2666220 | ISTORAGE 50 EAST BUSINESS CENTER | 2017 07 RENT & 2017 05 ELEC | 589.97 |
| 370567 | 07/28/17 | 2666220 | ISTORAGE 50 EAST BUSINESS CENTER | 2017 08 RENT & 2017 06 ELEC | 758.63 |
| 370027 | 07/07/17 | 12880 | MONARCH DIRECT LLC | POSTERS, CUTTING, MAILING LIST, POSTCARDS | 1,559.60 |
| 370406 | 07/21/17 | 13957 | NV ENERGY | 06/01/17-06/30/17 | 323.45 |
| 370417 | 07/21/17 | 1602505 | PITNEY BOWES INC. | 04/30/17-07/29/17 | 275.07 |
| 370441 | 07/21/17 | 10550 | SIERRA NEVADA MEDIA GROUP | RES TO AUGMENT BUDGET NOTICE | 200.88 |
| 370652 | 07/28/17 | 10550 | SIERRA NEVADA MEDIA GROUP | TARGETED DIGITAL ADS FOR GOLF, BIKE, TRAIN | 4,999.98 |
| 370110 | 07/07/17 | 2666174 | VERITIV OPERATING COMPANY | BROCHURE PAPER | 1,512.40 |
| 370680 | 07/28/17 | 2666174 | VERITIV OPERATING COMPANY | BROCHURE PAPER | 424.46 |
| | | | | | 97,609.03 |